



# SINGLE SITE STAFFING ORDER Q&A

**Health care workers with jobs at more than one site must register preference with Provincial Health Office by 5 p.m. on Sunday, March 29 at [www.bchealthstaffing.ca](http://www.bchealthstaffing.ca)**

On March 26, 2020, the Provincial Health Officer issued two new orders in response to the COVID-19 pandemic: the Information Collection from Long Term Care Facility Staff Order (“Information Collection Order”) and the Movement Limitation of Long Term Care Facility Staff Order (“Movement Limitation Order”). This document answers some key questions about these orders.

## WHO DO THE ORDERS APPLY TO?

The Movement Limitation Order applies to operators of Licensed Care Facilities and Private Hospitals and anyone who works or volunteers at these facilities.

The Information Collection Order applies to operators of Long Term Care Facilities, Private Hospitals, Hospitals, Assisted Living Residences, Provincial Mental Health Facilities, Rehab Facilities and Hospitals. The Order applies to both public and private facilities.

## WHAT DO THE ORDERS REQUIRE ME TO DO?

The Movement Limitation Order aims to reduce the risk of further spread of COVID-19 by granting Medical Health Officers (“MHO”) the power to restrict staff at a Long Term Care Facilities to only work at one facility. MHOs may apply this order to their entire health authority region, or to part of it. If the MHO makes such an order at a facility where you work, you will not be able to work or volunteer at another Long Term Care Facility. However, you may still work or volunteer in home support, social services or other employment outside a facility. There are certain jobs that this Order does not apply to. They include: dietitians, laboratory technicians, nurse practitioners, paramedics, pharmacists, physicians.

The Information Collection Order requires employers at all health care Facilities (including contractors and sub-contractors) to provide their employees’ names, contact information, Social Insurance Number and other information to the Provincial Health Officer by midnight, Saturday, March 28, 2020. Again, this collection of information does not apply to certain jobs, including: physicians, nurse practitioners, paramedics, delivery persons, trades people or visitors. This information will be used by the Provincial Health Officer to implement single site staffing in LTC, AL, Mental Health, Rehab Facilities and Hospitals.

## WHAT HAPPENS NEXT?

The intention of the Provincial Health Officer Orders is to allow for the orderly allocation of Long Term Care staff to single work locations. We expect this will be extended to Assisted Living, Mental Health Facilities and Hospitals very soon.

## HOW WILL MY INFORMATION BE USED?

Employee information collected under these Orders will only be used for the purpose of staff allocation to single sites and no other purpose.

## WILL I GET TO CHOOSE WHICH FACILITY I WORK AT?

Workers in the sector will have access to a mobile app to indicate their preference for the

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single site they wish to work at for the duration of the Order. The period for making a selection will end on Sunday, March 29, 2020 @ 5:00pm.

Your preference of facility will be considered and seniority will apply as practicable. However, there is no guarantee you will get your first choice since the Provincial Health Officer will need to ensure all facilities are adequately staffed. If you are a full time worker, you will likely remain at your regular worksite in order to ensure continuity of care for residents.

## **WILL MY HOURS BE REDUCED AS A RESULT OF THE ORDERS?**

The goal of these Orders is to maximize hours and to have all staff, including part-time and casual staff, work full-time hours. You may be required to work different shifts than originally scheduled, but not fewer hours.

## **WHAT HAPPENS IF THERE ARE NOT ENOUGH STAFF TO ALLOCATE TO ALL FACILITIES?**

The Provincial Health Officer can grant exceptions to single site allocations if this is necessary to ensure adequate staffing levels.

## **CAN MY MANAGER PUNISH ME IF MY PREFERENCE IS TO WORK AT ANOTHER FACILITY?**

The Orders prohibit employers from imposing any penalty on workers for choosing one worksite over another. When the pandemic is over, employers will not be able to favour workers who stayed at their site, or penalize workers who did not.

## **WHAT HAPPENS TO MY BENEFITS WHILE I'M ALLOCATED TO WORK AT A SINGLE FACILITY?**

Employers are required to continue providing benefits to workers even if they are directed to work at other sites. When you are assigned to a particular facility, you will not be required to use collective agreement leaves (e.g. vacation, sick) to cover shifts booked at other sites.

## **WHAT WAGE WILL I BE PAID?**

The B.C. government has directed that wage rates for affected workers moved to a single site be increased to Facilities and Nurses master agreement rates until such time as the Orders for single-site employment are lifted. Facilities Agreement benchmarks can be found [here](#), and wage rates [here](#). Wage rates under the Nurses Agreement can be found [here](#).

## **WHAT DO THE ORDERS SAY ABOUT HEALTH AND SAFETY?**

The Orders require employers to prioritize safety, training and support for staff to protect against the spread of COVID-19. This includes providing training on infection control, administrative and engineering controls and providing access to appropriate PPE.

## **WHY DO I NEED TO GIVE OVER MY SIN NUMBER?**

BC Health Staffing is requiring a SIN because it is the only unique identifier available to match up information that they are receiving from different health employers, and with employee preferences of sites. Your SIN number will not be used for any other purpose.

