

**ORDER OF THE MEDICAL HEALTH OFFICER
*Amendment to Facility Staff Assignment Order
(Deployment and Redeployment of Staff)***

(Pursuant to Sections 30, 31, 32, 39(3) *Public Health Act*, S.B.C. 2008, and pursuant to Provincial Health Officer Order re: Facility Staff Assignment Order dated April 10, 2020 and amended April 15, 2020 and October 26, 2020)

TO: LICENSEES OF LONG TERM CARE FACILITIES AND PRIVATE HOSPITALS, BOARDS OF MANAGEMENT OR OPERATORS OF STAND ALONE EXTENDED CARE HOSPITALS DESIGNATED UNDER THE HOSPITAL ACT, REGISTRANTS OF ASSISTED LIVING RESIDENCES WHICH PROVIDE REGULAR ASSISTANCE WITH ACTIVITIES OF DAILY LIVING, INCLUDING EATING, MOBILITY, DRESSING, GROOMING, BATHING OR PERSONAL HYGIENE AND OPERATORS OF PROVINCIAL MENTAL HEALTH FACILITIES (HEREINAFTER REFERRED TO COLLECTIVELY AS "OPERATORS" AND "FACILITIES")

TO: CONTRACTORS AND SUB-CONTRACTORS WHO PROVIDE STAFFING FOR FACILITIES

TO: EMPLOYEES AND CONTRACTED WORKERS (HEREINAFTER REFERRED TO COLLECTIVELY AS "STAFF") AND VOLUNTEERS AT FACILITIES

WHEREAS:

- A. The Provincial Health Officer made an order regarding the limitation of the movement of staff between facilities on April 10, 2020 and amended on April 15, 2020 (the "PHO Order") which, among other matters, required medical health officers to make decisions about the assignment of staff to facilities, and to make an order or orders implementing the decision or decisions;
- B. As required by the PHO Order, a Vancouver Coastal Health Authority Medical Health Officer issued a Facility Staff Assignment Order on May 15, 2020;
- C. The Provincial Health Officer subsequently amended the PHO Order on October 26, 2020 to allow for limited deployment and redeployment of staff to facilities after the initial staff assignments, subject to certain conditions; and
- D. I wish to amend the Facility Staff Assignment Order of May 15, 2020 to align with the PHO Order amendments.

THEREFORE, THE FACILITY STAFF ASSIGNMENT ORDER OF MAY 15, 2020 IS AMENDED BY ADDING THE FOLLOWING PROVISIONS:

DEPLOYMENT OF NEW STAFF AND REDEPLOYMENT OF EXISTING STAFF BY OPERATORS, CONTRACTORS OR SUB-CONTRACTORS (each an "Employer"):

1. Despite the order that only staff who have been assigned to work at a facility by a medical health officer employed by Vancouver Coastal Health Authority (MHO) may work at that facility, once the medical health officer has made an initial assignment of staff to a facility, an Employer may permit an individual to work at the facility who has not been assigned to work at that facility, but only in accordance with the procedures for the deployment or redeployment of staff set out in the *Guidance for Employers: Operationalizing the Single Site Model*, as updated from time to time (the "Guidance"), the current version of which is <http://www.vch.ca/covid-19>.

2. Individuals who have been deployed or redeployed to a facility by an Employer, in accordance with the Guidance, may only work at the facility to which they have been deployed or redeployed, unless they are subject to an exemption granted by the MHO.

IN ALL OTHER RESPECTS, THE FACILITY STAFF ASSIGNMENT ORDER OF MAY 15, 2020 REMAINS IN FULL FORCE AND EFFECT.

This Amendment will remain in effect until this Amendment or the Facility Staff Assignment Order of May 15, 2020 is cancelled or revised by me or another MHO employed by Vancouver Coastal Health Authority.

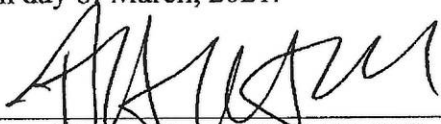
AMENDMENT EFFECTIVE DATE: October 26, 2020

You may contact me at:

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DATED THIS: 5th day of March, 2021.

SIGNED:


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DELIVERED BY: E-mail via the VCH COVID Single Site Order address to the Union, Employer (facility/contractor/sub-contractor), Provincial Health Officer and HEABC, as well as posting on the VCH website at: <http://www.vch.ca/covid-19>

Enclosure: Appendix A: *Guidance for Employers: Operationalizing the Single Site Model*

Guidance for Employers

Operationalizing the Single Site Model

STRATEGIC PRIORITIES AND ENGAGEMENT, BC MINISTRY OF HEALTH

Effective Date: September 21, 2020

Acknowledgements

This document was developed by the Strategic Priorities and Engagement Branch, Ministry of Health, with input from the Health Employers Association of BC (HEABC), the Office of the Provincial Health Officer (PHO), and the regional health authorities.

Definitions

Deployment – initiation of a new employee to a new site who is not transferring from a facility

Employers – employers including contractors, sub-contractors and private employers who provide staffing at a facility.

Facility – facilities governed by the *Facility Staff Assignment Order*, including long-term care facilities and private hospitals, stand-alone extended-care hospitals, assisted living residences that provide regular assistance with activities of daily living (including eating, mobility, dressing, grooming, bathing or personal hygiene), and provincial mental health facilities

Redeployment – full transfer of an employee working at facility 1, and transferring fully to facility 2

Section 1 – Scope and Purpose of this Guidance Document

This document is intended to outline the accountabilities of facility employers for deployment and redeployment, and to ensure appropriate staffing processes are operationalized according to the Single Site Transition Framework. The guidance document will support employers in protecting the health and safety of residents, staff, volunteers, and visitors in long-term care facilities. This guidance document identifies the processes and/or tools that must be used in deployment or redeployment scenarios. The guidance document identifies the required elements of these processes and/or tools but assumes that employers will make final decisions regarding format and implementation. Any exemptions or time-limited exceptions to the single site order will only be made by the medical health officers (MHOs). The regional health authority working groups are responsible to ensure that employers are aware of their accountabilities regarding staffing and staffing processes and are aware that these processes must be followed.

Section 2 - Provincial Health Officer (PHO) Facility Staff Assignment Order, the Single Site Transition Framework, and the Emergency Programs Act

Health Care Labour Adjustment (COVID-19) Order; Facility Staff Assignment Order

On April 10, 2020, the Provincial Health Officer issued a “Facility Staff Assignment” Order under the *Public Health Act* (PHA), and the Minister of Public Safety and Solicitor General issued Ministerial Order 105 entitled “Health Care Labour Adjustment (COVID-19) Order” under the *Emergency Program Act* (“EPA Order”). The “Facility Staff Assignment” was then amended in April 15, 2020 (the “PHO Order”). The PHO Order was issued to limit the movement of staff between long-term care, assisted living, provincial mental health and standalone extended care hospital facilities, which could otherwise promote the transmission of SARS-CoV-2 and increase the risk of infection with SARS-CoV-2 of persons in care, patients, residents and staff. The orders do not apply to home support, acute care hospitals or extended care units physically located within acute

care hospitals. The PHO Order restricts staff movement and requires operators to take all steps necessary to assign staff to facilities as provided for in the *Staff Assignment Directive* applicable to each facility.

Single Site Transition Framework (SSTF)

The SSTF is a negotiated agreement that outlines the labour adjustment terms as part of facilitation of any further orders with respect to the public health emergency and the provincial state of emergency that has been declared and entered into by the Minister of Health, on behalf of the government, the HEABC, the bargaining associations representing unionized staff of members of the HEABC and the bargaining agents representing unionized staff of specified health care employers.

EPA Order: As a significant portion of the employers covered by the PHO order are non-HEABC employers, including service providers operating in health authority facilities, the EPA order specifies the labour adjustment terms outlined in the SSTF, for non-HEABC employers as part of facilitation of any further orders with respect to the public health emergency and the provincial state of emergency.

Section 3 - Operationalizing Staffing in Facilities Governed by the PHO/MHO Orders

The following information outlines the circumstance and the processes required to be in place to comply with the PHO Order with respect to the deployment and redeployment of employees to facilities.

Staffing of Facilities Governed by the PHO/MHO Order and Assignment Processes

The following headings list the documentation and/or processes **required** for each included scenario. Employers may develop their own tools provided they include the listed requirements. See each section listed below for a description of what is required within each process.

1) Covid-19 Screening

Covid-19 screening process (i.e. process may include a written questionnaire or in-person screening) are required for the following staffing scenarios:

- Deployment of a new employee to a facility
- Redeployment of a current employee from facility 1 to facility 2 – employee/union request
- Redeployment of a current employee from facility 1 to facility 2 – MHO regional working group and/or site request

Covid-19 screening must take place prior to the scheduled shift. Screening information must include confirmation of:

- Whether the employee has received a diagnosis of covid-19 infection
- Whether the employee have been in contact with anyone diagnosed or epi-linked to someone with covid-19 infection
- Whether the employee has worked in a site that is currently experiencing an outbreak
- Whether the employee has any current covid-19 related symptoms

Covid-19 screening processes must include an escalation sequence with clear direction of resolution procedures should an employee confirm any of the above scenarios. When the screening process is complete (i.e. completed questionnaire or in-person screening) all documentation related to employee screening must be made available at the facility.

2) Declaration Statement

Employers are required to ensure that deployed or redeployed employees of a facility need to be aware of their obligations under the PHO Order. A signed declaration statement is required when an employee is deployed or redeployed to a facility.

The following information is required to be communicated to the employee in written form, in the form best suited by the facility/employer.

- A statement indicating which MHO Order governs the posting of the vacancy
- Statement that affirms the employee's understanding of the requirement to comply with order
- An employee declaration of compliance
- Information on single site order (i.e. hyperlink to information available)
- If a facility or employee has been included under the single site order, but has received an exemption from the regional MHO, the MHO exemption order must be listed on the declaration
- Statement listed on the declaration form of where declaration statements are stored at that facility

3) Facility Employee Transfer Process

Documentation is required when employees are redeployed between facilities. Complete the employee transfer documentation once there is confirmation of redeployment of an employee to another facility. The following information should be identified in all facility employee transfer forms/documentation:

- Employee name/identifier, role, union affiliation
- Reason for transfer from facility 1 to facility 2
- Employees end date at facility 1; employees start date at facility 2
- Statement delivered to the health authority regional working group indicating redeployment was approved (i.e. by the respective employers prior to effecting the transfer). Any redeployment issues between employers requiring resolution should be escalated through the health authority regional working group