**Re-deployment Information for Managers in ONTARIO December 2021**

It is recommended that each community maintain a list of employees who are available to redeploy to other areas when there is a critical need due to an active Covid-19 outbreak. This resource provides information that program leaders will need for redeployment. This process is designed to address crisis situations where program level or community level solutions have not been found. Employees that are willing to travel outside of their community will have their travel, housing and meals provided. The receiving program must be willing to train, orientate and supervise redeployed employees to ensure that people are supported safely.

**Candidates for redeployment have expressed interest and have been screened to ensure**:

* They have disclosed that they are fully vaccinated.
* They are not critically needed to fill shifts at their primary work location. The support needs at the employee’s permanent work location are stable, enabling them to redeploy, as confirmed by the manager
* They are recommended by their current supervisor, considering any corrective action/performance concerns that would prevent them from being a good candidate.
* They can successfully work in an N95 PPE environment (if required at the location).

**Key information about Re-deployment:**

The following details are in the redeployment letter that must be completed by the employee’s CURRENT Manager, with information from the HR Manager and the manager at the outbreak site.

* Address of new work location and name of Manager at the new location
* Date of first shift at new work location
* Hotel accommodations (if needed) and meal reimbursement
* Details about orientation and other program specific information
* Compensation, unpaid days off and plotting shifts
* Testing, quarantining and self-isolation requirements
* Payment of bonus for redeployment, if applicable

**Planning the Redeployment:**

* Determine shift length (8 hours or 12 hours and the schedule)
* Determine where the redeployed employee will stay while redeployed (book hotel as needed)
* Draft the redeployment letter for the employee with HR Manager and Manager at outbreak location
* Give the employee the letter and copy both the permanent supervisor and the supervisor of the outbreak site, to provide clarity on the arrangements and timelines.
* Determine where the redeployed employee will stay while testing and self-isolating at the end of redeployment (book hotel as needed). Employee can go home or stay in a hotel while awaiting test results but must self-isolate in either case
* When the assignment is done the **outbreak manager** (who is the local connection to Public Health) will advocate for/set up testing with Public Health for the employee.

**Following the Redeployment:**

After the assignment in a work location with a COVID-19 outbreak:

* ALL redeployed employees must be RANT tested for COVID-19 (with or without symptoms), every 3 days as per policy. If applicable, employees will self-isolate based on local public health guidelines.
* Employees whose usual work can be done remotely will continue to work during any applicable isolation period.
* If the Employee tests positive, and cannot continue their regular work duties remotely, they will be supported through the Injury at Work (WSIB) process.
* If an employee tests negative, they are cleared to return to their original service location and position.