**PROCEDURES FOR STAFF REPLACEMENTS DURING THE COVID-19 PANDEMIC**

During the pandemic and with the priority to limit interactions between people and across the organization, each location has its own temporary schedule and assignments of staffing that are location specific.

**PROCEDURAL GUDELINES**

1. Each location will have separate call-in list.
2. Whenever possible first extend hours of staff who are currently working at location in order of seniority
3. Once the above is exhausted employees will be contacted in the following order:
   * part-time employees
   * casual employees
   * full-time employees
4. For known vacancies the Scheduling Coordinator will contact employees, and if possible, offer the whole vacancy to the first staff who accepts it. If not possible it will be offered in large chunks of shifts in order of seniority
5. The contact for shift replacement will start with the first staff on the list; if the person doesn’t answer or refuses, the caller will move on to offer the shift to the next staff on the list.
6. If staff accepts the shift it will be noted as “A” for “accepted”.
7. When a next shift becomes available callings will start with the next staff on the form, right after the staff who accepted the previous shift. The callings will continue until the shift is accepted or to the end of the list.
8. Once the end of the list is reached, the callings will commence from the beginning of list and continue in the same manner as previously stated.
9. When this list is exhausted, and **only if there are no confirmed COVID 19 cases at any locations**, staff from other locations can be called in the same order

\*Please note: employees who have accommodated work assignment due to their physical needs can only be called to replace employees on modified duties.

\*Should there be a positive case of COVID – 19 at a location, the responsibility of filling out call offs for that location will fall on a management designate.