

Pandemic Contingency Planning Prioritization Residential Settings & Staffing

Staffing Strategies

Level One

- 1) Negotiate outside Paid Employment agency: PSW, DSW, CCW, any related positions, cleaning staff/laundry
 - Contract until the end of February
 - Require two-week blocks of shifts
 - Cleaning/laundry staff to support onsite where possible in the home. This relieves the DSP to focus on IPAC and people supported. This can be in outbreak sites if the worker agrees
- 2) All full-time salaried employees (regardless of program area) asked to assist Overtime will begin at 40 hours and can be a paid-out vs comp time until further notice
- 3) All hourly-rated employees will collect overtime at 40 hours until further notice
- 4) All outbreak sites will have a \$1 per hour increase and flat rate of \$125 if they work a minimum of 50 hours in a two-week period
- 5) Referral incentive: \$100 for the staff that referred someone who has been successfully onboarded
- 6) Contact all Retired employees, regardless of position, same incentives apply
- 7) Short list HR onboarding to include list of tasks in the home that could be easily done by new staff (cooking, recreation/leisure activities in the home or outside walks, cleaning, hobbies, sharing hobbies, temp checks etc.)
- 8) Advocate at Provincial level to increase hours of work for international students including to allow part time international students the ability to work

Level Two (considerations if staff shortages escalate)

- 1) Gather a list of all staff "resolved cases" and prepare for potential redeployment into outbreak site(s)
- 2) Staff deemed as 'high risk contact' can return after 7 days with Director approval and a negative Rapid Antigen Test.
- 3) Inform all staff that redeployment regardless of position or program is needed
- 4) Inform leadership that they will need to be redeployed to onsite front-line work
- 5) Critical staffing coverage can include any staff willing to stay for 24 hours
- 6) Prepare any essential visitors to assist (family member) if site is "not" in outbreak but short staffed. Essential visitors can assist when house in outbreak.
- 7) Auxiliary Support: delivery, pickup, cleaning, cooking
- 8) Reach out: Board Members, Committee Members, Local Community Organizations

Level Three (only if staffing is deemed critical to safety & must be approved by Senior Leadership) *This is an emergency measure*

- 1) Fully vaccinated staff that were COVID positive (now resolved) can return to work at 7 days if no symptoms for at least 24 hours, a negative Rapid Antigen Test at each shift until the end of the 10 days, and Senior Leadership approval. Track list required.
- 2) Collapse of programs. If necessary, identify prepared sites if a home needs to have people move to utilize staffing at one site (Appendix A)

Program	Number of Beds
Program #1	
Program #2	
Program #3	
Program #4	
Program #5 (added beds to basement)	
Program #6 (added beds to basement)	
Program #7 (added beds to basement)	

- 3) Decision at that time will determine if sites are in outbreak or not
- 4) Investigate whether people supported could go to family member's home

(Name of Organization) will assist staff with isolating in hotels as required.

Appendix A

List the home, the number of space available for individuals
 Re-location would start with the most accessible locations first

Health & Safety Committee Members are kept updated on all policies and procedures