

To: All Hospital Staff

From: Stewart Kennedy, COVID-19 Incident Manager

Date: Friday, April 24, 2020

RE: **Clarification:** Offsite Accommodation for Hospital Staff

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We apologize for any confusion resulting from yesterday's memo regarding offsite accommodation for staff. Please see below for clarification.

Staff may be approved for paid accommodations outside of their family home in certain circumstances. Requirements for offsite accommodations for staff are as follows:

- Any staff who work in “hot zones”, or;
  - Staff who have been diagnosed with COVID-19 or are highly presumptive for COVID-19 as a result of work related exposure, or;
  - Staff who have been exposed to COVID-19 without PPE at work;
- AND
- Staff also meet one or more of following conditions:
    - The employee lives with one or more persons and are unable to self isolate in the family home;
    - The employee lives with someone who is immunocompromised, elderly or has high risk factors.

Those who meet the above criteria and who would like to be considered for offsite accommodation must contact Occupational Health & Safety.

Approved staff may choose their accommodation location. The Valhalla Inn has a rate of \$30/night. Regardless of the location chosen, staff are required to pay for the accommodation and will be reimbursed a maximum of \$30.00/night and must submit itemized receipts for reimbursement. The Hospital is investigating alternate apartment style accommodations. Information will be shared as soon as it becomes available.

Questions regarding qualification for paid accommodations should be directed to Rose Lazinski in Occupational Health & Safety at ext. 6240.

Questions regarding reimbursement should be directed to Michael Iorianni in Finance at ext. 6917.

All Hospital COVID-19 updates are available on the iNtranet at <https://comms.tbrhsc.net/covid-19-information/>.