

COVID-19 UPDATE

Keeping You Safe



Thunder Bay Regional
Health Sciences
Centre

To: All Hospital and Health Research Institute staff and professional staff

From: Jean Bartkowiak, President and CEO

Date: Wednesday, April 1, 2020

RE: **Free parking during COVID-19 pandemic**

Thank you for your commitment and willingness to do what is necessary for the health and safety of our patients, their families and the community during the COVID-19 pandemic. In recognition of your dedication, **parking will be free to all staff and professional staff effective April 1 and until further notice.**

You are still required to swipe your identification card and park in your assigned parking lot. If you experience issues with your card access, please contact Security to have it resolved.

Free parking will also be extended to all patients and their essential care partners beginning April 2. The gates in all the patient/visitor lots will be opened and parking pay stations will be emptied and marked as out of service. These lots continue to be reserved for patients and essential care partners. Security will be monitoring patient/visitor lots on a regular basis. Any staff who park in the visitor/patient lots will be asked to move and must abide by the Internal Parking Policy (attached) and the Code of Conduct. Security guards will still be available to provide safety escorts to staff who requests it.

Payment process:

Employees who have parking deducted from their bi-weekly pay will have the deduction automatically stopped starting on the April 16 pay which covers the first half of April parking privileges. Going forward, the parking deduction will be temporarily suspended until further notice. No further action is required by employees. Parking deductions will resume once the free parking period has ended.

Physicians or privileged staff that have been invoiced for annual parking will be credited a pro-rated amount equal to the parking-free period. This credit will be automatically processed after the parking-free period has ended. If physicians or privileged staff have already paid their parking invoice, a refund shall be automatically calculated and issued after the free parking period has ended.

Physicians or privileged staff not set up for annual billing of parking fees, employees, visitors or patients that have paid by cash or credit card for their parking privileges in advance may visit the Cashier Office with their receipt or contact the Cashier Office at (807) 684-6611 ext. 2. The Cashier will provide a full refund, regardless of the number of months

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paid in advance. Once the free parking period has ended, payment will be required to resume parking privileges.

For more information, please contact your manager.

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

For more information about COVID-19, please contact the Thunder Bay District Health Unit at 1-888-294-6630 or www.tbdhu.com/coronavirus. More information is also available at <https://files.ontario.ca/moh-coronavirus-info-sheet-english-2020-02-18.pdf>.