

COVID-19 UPDATE

Keeping You Safe



Thunder Bay Regional
Health Sciences
Centre

To: All Hospital Staff

From: Jean Bartkowiak, President and CEO

Date: May 1, 2020

RE: Department Vacation Schedules

As we plan for the summer period, we are considering the impact of vacation schedules on Hospital operations. Departments may be experiencing or anticipating staff shortages because of COVID-19 related absences and activity levels.

We have no intention to uniformly cancel vacations or deny vacation requests. Requests for time off will be based on patient population needs. In order to be able to resume providing the postponed services our patients need in a timely fashion, we may not be able to reduce our operations through the summer as per prior years. However, I must advise you that there is a higher probability of vacations being canceled this summer. The hospital will cancel vacation only if required to ensure safe timely patient care.

We are asking you to review your vacation schedule and advise your manager if you have any flexibility in your time off plans. We recognize the need for rest and time off and as such prefer to use voluntary methods to cover shifts to ensure safe patient care. Staff working remotely and those in departments with stable or reduced activity levels will still be required to use their vacation entitlements by June 30 per normal practice.

I recognize that as the COVID-19 pandemic evolves rapidly, the situation puts extra pressure on us all. I want to extend a heartfelt thank you on behalf of the Senior Leadership Team to all the staff who have already gone beyond the call of duty in responding to urgent requests, planning timely responses to situations, covering shifts, cancelling vacations and staying informed. This has not gone unnoticed, trust me.

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