


Guidance Document for COVID-19



Title: After Hours COVID-19 Leadership Coverage	Version #: 1
Pre-Approved for IMT: Logistics Section Approved: Incident Manager Signature: 	Approval Date: December 2, 2020
<i>This document is intended to provide guidance to staff/professional staff during COVID-19</i>	

1. PURPOSE

To clarify expectations during COVID-19, related to After Hours COVID-19 Leadership Coverage.

2. GUIDELINES (e.g. background, definitions, procedure, etc.)

As our Hospital continues to respond to the COVID-19 pandemic, ensuring staff is able to work safely and effectively continues to be a priority. After Hours Leadership coverage supports staff to receive up-to-date information and to access leadership guidance as needed.

The current model ensures that there is a Leader available to provide daily COVID-19 coverage until 8:00pm, seven days a week. The Leader is present to support staff in the following ways:

- Provide after-hours clinical and/or operational leadership and support, specific to COVID-19, to Hospital staff across all clinical departments;
- Act as coach and resource by providing direction, support, guidance and education to staff as it relates to COVID-19 guidelines, policies and procedures;
- Maintain regular presence across all operating clinical departments to manage immediate risk situations and respond in person to emergent questions and events related to COVID-19;
- Liaise with others and inform their Director/EVP, IMT Section Head, Administrative Coordinator and/or Senior Leader On-Call as appropriate;
- Huddle with after-hours staff and review Daily Situation Report and answer questions with an emphasis on health and safety.

The After Hours COVID-19 Leadership Coverage schedule and contact information can be found under the iNtranet COVID-19 Quick Links on our main COVID-19 information page:

<https://comms.tbrhsc.net/covid-19-information/>

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3. RELATED POLICIES, PRACTICES AND/OR LEGISLATIONS

N/A

4. REFERENCES

N/A