

# COVID-19 UPDATE

## Keeping You Safe



Thunder Bay Regional  
Health Sciences  
Centre

To: Directors, Managers, Coordinators

From: Dr. Peter Voros, COVID-19 Incident Manager

Date: March 25, 2021

RE: **Vaccination Process and Criteria for External Contractors**

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The Thunder Bay Regional Health Sciences Centre's Health Care Prioritization Committee have endorsed that the hospital contractor group meets the definition of 'health care worker' outlined by the Ministry of Health for vaccination. Further, they have endorsed that contractors be prioritized using the criteria provided below. Therefore, key front-line individuals working for contractors that rank as **highest or very high** should be vaccinated during the Phase 1 vaccination period, with the remainder to follow with the moderate priority group at a later date.

To that end, all Directors, working with their Managers, are to compile and provide to Anne-Marie Heron and Adrienne Shippam by **Monday, March 29<sup>th</sup>**, a list of all contractors and their key front-line staff that meet the **highest and very high** priorities criteria as outlined below. The lists will then be vetted, and upon approval, Adrienne will provide a code to the appropriate department manager.

The manager and contractor can only register the people as approved on the list. Additional people must not be added to ensure that equity and prioritization are maintained. If you have already completed some contractors' vaccinations, based on the prior memo, or if you are aware that another organization has, please include that contractor's company name and number of employees - with the notation that they are vaccinated - on your submission. Through Purchasing, we will plan to keep a list of contractors as they make progress with their vaccinations and are also planning to reach out directly to the companies for this information.

### **Contractor Prioritization Criteria:**

#### **HIGHEST PRIORITY**

- Those that work in areas of TBRHSC designated as a COVID-19 care unit, or areas identified within TBRHSC's **HIGHEST** priority group (eg: ICU, Emergency Department);
- Those who are essential to the critical operations of TBRHSC (i.e., physical plant, infrastructure, IT systems, key clinical or service equipment); the downtime of related equipment or service would result in significant disruption to TBRHSC operations;
- Those who are needed routinely and frequently in the main hospital building and may frequent a variety of areas;
- Those who provide services which cannot be provided by internal staff or services that are unique to the provider (i.e., specialized work or OEM).

#### **VERY HIGH PRIORITY**

- Those that provide essential roles to support TBRHSC operations; the downtime of related equipment or service would result in some disruption to TBRHSC operations (back-up

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options may exist to minimize impact);

- Those who are needed routinely in the main hospital building and may frequent a variety of areas;
- Those who provide services which cannot be provided by internal staff or services that are unique to the provider (i.e., specialized work or OEM).

### ***MODERATE PRIORITY***

- Those that provide services to support TBRHSC operations; the downtime of related equipment or service would result in minimal or negligible disruption to TBRHSC operations;
- Those that are needed infrequently in the main hospital building or can provide services remotely;
- Those that provide service primarily to administrative/non-patient facing areas or in other buildings.

If you have any questions, please contact Anne-Marie Heron at [herona@tbh.net](mailto:herona@tbh.net) or by calling (807) 684-6423.