


Guidance Document for COVID-19



Title: Offsite Accommodations for Staff	Version #: 1
Pre-Approved for IMT: Planning Section Approved: Incident Manager Signature: 	Approval Date: March 17, 2021
<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 *offside accommodations for staff*.

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

Any staff who is believed to be diagnosed with COVID-19 or is highly presumptive of COVID-19 as a result of work related exposure may be approved for **paid** accommodations outside of their family home if the following conditions are met:

- The employee lives with one or more persons
- The employee is unable to self isolate in the family home
- The employee lives with someone who is immunocompromised, elderly or has high risk factors

Individuals who meet the above criteria and who would like to be considered for offsite accommodation must make their request to their manager/director who will then forward to finance.

Those approved for **paid** accommodations, may choose where they will stay. The Valhalla Inn has a rate of \$119.00/night. Regardless of the location chosen, staff are required to pay for the accommodation up front and be reimbursed to a maximum of \$119.00/night.

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

3. RELATED POLICIES, PRACTICES AND/OR LEGISLATIONS

N/A

4. REFERENCES

Accommodations for Staff Wave 1 Memo