



Purpose:	This policy outlines Island Health’s requirement as directed by the Ministry of Health to support the approval of Temporary Staff Accommodation (TSA) for Health Care Workers who are working in active COVID patient care ; staff who do not provide patient care but are assigned to a key COVID response role and/or meet the eligibility criteria as indicated.
Scope:	This policy applies to all staff, including clinical staff, affiliated and contracted services employees (e.g. contracted long term care sites, housekeeping services, food services) and physicians . The policy does not apply for situations covered through negotiated collective agreements (e.g. redeployment to work outside an employee’s normal geographic area). This policy is only in force during the COVID declared provincial state of emergency.

1.0 Policy

For the period that British Columbia is in a declared provincial state of emergency, Island Health will pay Temporary Staff Accommodation (TSA) costs for eligible employees. Ancillary costs, such as telephone, parking, internet, laundry, meals are the responsibility of the employee. Island Health will pay negotiated government rates or health authority negotiated rates, whichever is the lower rate. In instances where health authorities are unable to access government or health authority negotiated accommodations, private accommodations may be procured (e.g. through Airbnb) at an equivalent pre-negotiated rate.

Island Health Leadership will advise all staff and appropriate contracted service providers working in active COVID patient care or key COVID response roles of the availability of the TSA. The eligibility criteria is detailed in the table below.

ELIGIBILITY CRITERIA FOR TSA

Health care workers – exposed and can’t go home due to compromised family members and/or doesn’t have the capability to self-isolate
Health care workers – exposed and does not want to go home as they do not want to risk exposure to family
Health care workers – not knowingly exposed but does not want to go home due to potential exposure to compromised family members
Health care workers – not knowingly exposed but does not want to go home due to potential exposure to family members
Health care workers who are working extended shifts and there are safety risks for travelling home
Redeployed health care workers

In accordance with the Ministry of Health directive, Island Health will approve all TSA requests and exceptions as outlined in the procedure. The People Portfolio, specifically, Human Resource Client Services will receive and make the approval determination on behalf of the Health Authority.

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Island Health will provide payment directly to the accommodation provider and/or reimbursement to staff for all approved TSA in accordance with the order below:

1. Health Authority or government-acquired emergency response hotel accommodations (whichever is the lowest rate)
2. BC Government Employees Business Travel Accommodation Listing.
3. Privately supplied accommodation (ie AirBnB)

2.0 Monitoring and Evaluation

- Finance will monitor and track expenditures and report for TSA through the Financial Reporting Working Group (FRWG) and Standing Committee on Finance and Corporate Issues (SCFCI) and the Ministry. A template has been provided to FRWG for tracking purposes.
- TSA requests will be evaluated to a criteria based on three areas of need; Self Isolation, Redeployment, Quatantine

3.0 Definitions

• Health Care Worker

All health care providers, health service providers, support staff working within ancillary services within a healthcare, mental health, or addictions treatment setting, and paramedics.

4.0 Related Island Health Standards

- N/A

5.0 References

- [TSA Approval Form](#)
- [Ministry provided Accomodation list](#)
- Incremental Expenditures Report

6.0 Resources

- Links to fillable [TSA Approval form](#)

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POLICY

Temporary Staff Accommodation-COVID-19

Policies are directing required organizational practice/behaviour



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