

**Subject:** MHO Order Facility Staff Assignments May 22, 2020

To all operators, contractors and sub-contractors who provide staffing at Long-Term Care Facilities, Private Hospitals, Extended Care Hospitals, Assisted Living Residences and Provincial Mental Health Facilities within the Island Health region,

Please find attached the most recent order from Island Health's Chief Medical Health Officer related to facility staff assignments. It has also been posted to our [public website](#). This order replaces MHO Class Order #2 made on March 21, 2020 and aligns with the [Provincial Health Officer's Order](#) regarding facility staff assignments dated April 10<sup>th</sup> and amended April 15<sup>th</sup>, 2020.

The Staffing Assignment Directives outlined in the order (lists of staff assigned to a particular facility) will be shared with you next week, building upon the lists provided earlier this week. Upon receipt of the Staffing Assignment Directives for your site(s), you must:

- Take all steps necessary to implement the assignment of staff to facilities as provided for in the Staff Assignment Directive applicable to each facility.
- Only permit staff to work at a facility to which they have been assigned in the Staff Assignment Directive applicable to each facility.
- Update and confirm the personal and employment related information of staff including their name, contact information, Social Insurance Number and other information in electronic format following the instructions at <https://bchealthstaffing.ca/upload> on an ongoing basis, and no less than every month.
- Make a copy of this Order available to all staff listed in the Staff Assignment Directive applicable to the facility and provide notice to such staff in writing that they are assigned to the facility under a Staff Assignment Directive.

While there is still much work ahead to complete the necessary labour adjustments and create a more sustainable ongoing process, I would like to thank members of the Regional Working Group and all of you for your support in achieving this significant milestone in support of the health and wellbeing of our residents and clients and the people who care for them.

**Mark Blandford**  
Executive Director Primary Care & Seniors Health