

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

As a follow-up to my email below, please find attached your initial Staff Assignment Directive, as outlined in the recent [Medical Health Officer Order on Facility Staff Assignments](#).

Upon receipt, you must:

- Take all steps necessary to implement the assignment of staff to facilities as provided for in the Staff Assignment Directive.
- Only permit staff to work at a facility to which they have been assigned in the Staff Assignment Directive.
- Make a copy of this Order available to all staff listed in the Staff Assignment Directive and provide notice to such staff in writing that they are assigned to the facility under a Staff Assignment Directive.

As the data driving this list may be outdated, please update and confirm the personal and employment related information of staff including their name, contact information, Social Insurance Number and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. Island Health will issue revised Staff Assignment Directives as data is updated and becomes available to us.

More detailed lists of employee data will also be shared with you in the coming days to support your subsequent labour adjustment activities, including wage and FTE levelling, seniority adjustments, etc.

Thank you for your continued leadership and compliance with this order in support of the protection of our clients and residents and the people who care for them.

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