|  |  |
| --- | --- |
|  | |
| **DATE:**  **TO: All Staff**  **FROM: Senior Management**  **RE: Schedules addressing outbreaks and staffing shortages effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

We believe that everyone is aware of the current status of COVID-19 outbreaks and the spread of infection levels that are leading to severe staffing shortages. In response to this situation, and to ensure service continuity we are once again implementing 12-hour-shifts schedules for the majority of employees, and at all locations. Some employees will be required to work more than 80 hours bi-weekly and in these instances overtime rates will apply.

The new schedule is attached to this correspondence.

This 12-hour schedule will be in effect on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The duration of this change will be monitored every two weeks or more frequently if deemed necessary.

During the outbreaks and until further notice is provided all overnight shifts are awake.

We understand that these changes might cause challenges for some. If this is the case for you please be sure to reach out to HR so that we can work with you while we try to maintain health and safety in our workplace.

In addition, the following information is provided:

Child Care

To support the parents of school-age children who may not be able to support their child's learning/care at home, the Ministry of Education has implemented a targeted emergency childcare program for school-age children at no cost to eligible parents during the period when schools are operating remotely. As essential service providers our employees do qualify for this service.

To apply, please complete the ( region name ) emergency child care application form. The information can be found at this link: insert link

Calling in sick

We are extending the requirement that all call offs are required to be documented with a medical note by the end of that workday. The medical note must certify that the employee “was unable to carry out their duties due to illness and specifying the expected date of return/reassessment.” *CBA article \_\_\_\_\_\_\_\_\_*

Shift Replacement Protocols

Unless there is an emergency and critical staffing shortage employees will be working at their regularly scheduled location only.

In a situation of outbreak

We are reminding employees that should there be a COVID-19 outbreak declared at either THIS AGENCY NAME or at an employee’s other place of employment, this employee will be able to work only at the organization where they last worked at the time of said outbreak.

Many thanks to all for your continuing dedication to providing supports and perseverance despite this ever-changing environment.