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| Date: | April 23, 2020 |
| To: | All Northern Health Staff and Physicians |
| CC: | COOs and Medical Directors |
| From: | Mark De Croos, VP of Finance and CFO |
| Re: | Temporary Staff Accommodation(TSA) Covid-19 |

Overview:

The Ministry of Health has identified a need for temporary staff accommodations (TSA) for those in **active COVID-19 patient care**, and those who do not provide patient care but are assigned to key **COVID-19 response roles**.

TSA is available only during the COVID-19 declared provincial state of emergency. TSA also provides only **accommodations**. Ancillary costs, such as parking, internet, laundry, and food, are the responsibility of the employee.

Who's eligible?

Health care workers (see definition below) and physicians in the following situations:

- They've been exposed to COVID-19 and can't go home due to compromised family members and/or are not able self-isolate at home.
- They've been exposed to COVID-19 and don't want to go home because they don't want to risk exposing their families
- They've haven't been knowingly exposed to COVID-19, but they don't want to go home because of potential exposure to family members and/or compromised family members.
- Someone who's working extended shifts, leading to safety risks for travelling home.

Definition: Health care worker: This means all health care providers (including nurses), health service providers, and support staff working within ancillary services within a healthcare, mental health, or addictions treatment setting. It also refers to paramedics.

Steps for accessing TSA:

1. Fill out the [TSA Application Form](#) and email it to the [Business Development Temporary Housing Team](#) (BDT).
 - a. A new application is required for each new stay.
 - b. Extensions can be emailed to the address on the application.
2. The BDT will review the application and book accommodations based on government policy.
3. After accommodations are booked, the BDT will send a confirmation email with hotel details and a reservation number to the provided email address.
4. Staff should check in as usual, or as directed in the email the BDT. Payment will be managed internally through Business Development.

All questions about the TSA can be directed to the [Business Development Temporary Housing Team](#).