

WELCOME COVID-19 CLINIC ORIENTATION

PART I – CLINIC ORIENTATION - GENERAL
JANUARY 2022

OBJECTIVES

- Introduction
 - Clinic locations
 - Scheduling shifts and Humanity
 - Time off requests and reporting an absence
 - COVID-19 staff screening
 - Reporting managers and contact information
 - Claiming time and mileage

COMMUNITY CLINIC LOCATIONS FOR COVID-19 VACCINE

- Barrie –2 locations - Georgian Mall and Holly Rec Centre; in addition to RVH clinic at 29 Sperling Dr.
- Midland –North Simcoe Rec Centre & Penetang Arena Hall
- Orillia –Old YMCA building (Peter St. N)
- Muskoka –Gravenhurst Centennial Centre & Huntsville Active Living Centre
- South Simcoe –Bradford Community Centre & Alliston Memorial Arena
- South Georgian Bay –Collingwood New Life Church, WB Rec Plex, Stayner Community Centre

SCHEDULING

- Most clinics will be 1-8pm during the week and 9am-4pm on weekends
- Nurses may be scheduled for up to 9 shifts over a two week pay period. Staff will be paid for hours worked.
- Most immunizer shifts run for 8 hours (12:30-8:30 on weekdays or 8:30-4:30 on weekends)
- Each shift includes 2 x (1/2 hr) breaks –one unpaid and one paid
- As an immunizer you may be assigned to go back to office with the clinic coordinator at the end of your shift to help return full sharps containers, unused vaccine, equipment etc.
- If you are unable to attend a shift that you have been assigned and acknowledged, please email immscheduling@smdhu.org as soon as able, along with your reporting manager

HUMANITY

- Your shifts will be sent to you via Humanity
- Please ensure your availability is always up to date in the app
- Acknowledge your assigned shifts asap so we can plan appropriately for staffing
- Schedulers will do their best to schedule staff close to the area they live or the office to which they are assigned. That being said, some travel is likely to be required. You cannot decline a shift just based off location.
- If you are declining a shift, you must follow up with your reporting manager first to alert them
- Last minute assignment changes do occur even the day of your shift as we seek to balance staffing across clinics and replace last minute absences –please keep watch for updates / notifications in Humanity



PLAN FOR SHIFT SCHEDULING BY ROLE

Role	Weekday Shift	Weekend Shift	Pay Period (Based on full FTE)
Vaccine Prep – vaccine p/u	11:30am (at office) – 7:30pm	7:30am (at office) – 3:30pm	9 x 7.5 hrs = 67.5
Vaccine Prep	12 (clinic site) – 8pm	8am (clinic site) – 4pm	9 x 7.5 hrs = 67.5
Coordinator	12 (clinic site) - 9pm	8am (clinic site) – 5pm	8 x 8.5 hrs = 68
Clinic Support Staff	12 (clinic site) – 7:30pm	8am (clinic site) – 3:30pm	10 x 7 hrs = 70
Immunizers	1230 (clinic site) – 8:30pm	8:30 am (clinic site) – 4:30pm	9 x 7.5 hrs = 67.5

Note: SGB Clinics hours may differ due to venue availability. Staff working in those areas will work 10 x 7 hr days in a 2 week pay period.

A local immunizer will need to go back to office with Coordinator at end of each shift to return full sharps containers, unused vaccine, equipment etc.

Coordinators and Clinic Support staff will be given access to fridges rooms

Each shift includes 2 x ½ hr breaks – one unpaid ½ dinner break and one paid ½ break made up of what would normally be two fifteen minute breaks

TIME OFF REQUESTS

(IN ADVANCE, ANTICIPATED ABSENCE)

- For staff who want to request specific time off in advance they are to email immscheduling@smdhu.org and cc their reporting manager
- The clinic manager will respond to the request noting whether the time can be approved from a clinic operations perspective; the staff person's reporting manager will also need to provide final approval if the reporting and operational manager are not the same
- Once a staff person has acknowledged a shift in Humanity it is their responsibility to ensure the shift is covered by a colleague and to report the switch to immscheduling@smdhu.org with a cc to their manager, or to work the shift themselves

REPORTING AN UNANTICIPATED ABSENCE (ILLNESS, EMERGENCY, ETC.)

- **If you are reporting illness/unanticipated time off:**
- More than 24 hours before your scheduled shift during the week →email immscheduling@smdhu.org and cc your reporting manager
- Less than 24 hours before your scheduled shift before 4:30pm →you need to make contact with the manager responsible for the clinic you are scheduled to work at
- After 4:30 the evening before or at any point on the weekend →you need to make contact with the evening or weekend coverage manager
- Don't forget: Complete your employee COVID-19 staff screening for each shift that you are scheduled so that we can follow up with you appropriately about next steps as needed

COVID-19 STAFF SCREENING PROCESS

- Staff must sign in on arrival to the clinic and will be asked to declare that they have passed the COVID-19 screening
- Daily screening can be done using the SMDHU staff screening app <https://s-ca.chkmkt.com/?e=193204&d=e&h=52621A1EED1AF6E&l=en>
- If you screen yes to any questions please call / email the manager for the clinic you are scheduled to attend and do not go to clinic until you have connected with them. Notify immscheduling@smdhu.org if you are unable to attend your shift.

REPORTING MANAGERS FOR CLINICS

Assigned Office	Clinics	Manager	Contact Info
Barrie	Georgian Mall	Chantelle Reid	705-331-7667
	Holly	Deanna Thompson	249-877-4593
Cookstown	Bradford Alliston	Julie Savaglio	705-718-0587
Midland / Orillia	Midland Pentanguishene	Rebecca Dupuis	705 331-9614
Collingwood	Collingwood Wasaga Beach	Yen Phan	705-309-0856
Gravenhurst	Gravenhurst Huntsville		

MANAGEMENT AFTER HOURS COVERAGE

- If you need to reach a manager during the week after 4:30pm, please connect with them as follows:
- Mondays –Deanna Thompson
- Tuesdays –Julie Savaglio
- Wednesdays –Yen Phan
- Thursdays –Rebecca Dupuis
- Weekend management coverage rotates and will be included in the Daily Update for clinics that is sent out by email at the end of each week

TRAVEL TIME AND MILEAGE

- Travel time and mileage will be compensated in accordance with agency policy / ONA Collective Agreement
- All staff are assigned to a health unit office in their letter of hire. Staff are responsible for travelling the number of kms each day that it would normally take them to get to and from this office from their home.
- Staff who are assigned to work a clinic that is further than the number of kms it normally takes them to get to the office, can claim this difference in time and mileage for that day.
- Example: It normally takes a staff 20 kms to get to their home office. Today's clinic 90 kms from their house. The staff can claim the time & mileage it would take them to do the extra 70 kms there & back
- If a staff member is picking up supplies at the branch office, that becomes their first location of work and they then claim time & mileage from the office to the clinic location.