1. **Why are employees required to work in only one PCH?**
   Across Canada, a significant proportion of reported COVID-19 deaths have affected residents of long term care facilities. The risk that this virus poses to this vulnerable population is extremely high, so a Public Health Order was made to require licensed PCHs to limit the number of employees who work in multiple PCHs. This is being done to further protect our residents.

2. **Who does this apply to?**
   This restriction applies to employees of all licensed PCHs in the Province of Manitoba. Nursing and support staff are included. Limited exceptions are identified in the Single Site Public Health Order.

3. **How long will this Order be in place?**
   The requirement to work at only one PCH is included in a Public Health Order and will be in place until the Order is lifted by the Provincial Public Health Officer. We anticipated this Order will be in place for an initial six-month timeframe and then re-evaluated.

4. **What happens if I hold an alternate position at another site or program that is not a PCH, e.g. in an Acute Care facility?**
   The requirement to only work at one site applies to employees that work in a licensed PCH. The Order requires you to not work in more than one licensed PCH. At this time, staff can continue to work in both a PCH and an Acute Care facility.

5. **I work at a site that has both PCH and other services. How does this work?**
   In Winnipeg, this restriction applies to the hybrid sites (Deer Lodge, Misericordia, and Riverview). The requirement to work at only one site applies to employees at those sites that work on a PCH unit. These employees cannot also work at another PCH but they can also work on non-PCH units.
   Outside of Winnipeg, this restriction applies to juxtaposed sites. Those employees can work in positions throughout the entire site but cannot also work at another PCH.

6. **If I am only able to work in one PCH, will I have a choice of which PCH I work at?**
   The majority of employees will continue to provide services at the PCH that they already work at. In the event that you work in more than one PCH, you will most likely be placed at the PCH where you have the highest EFT position. Please note this is subject to operational requirements, and the need to ensure baseline staffing is met in order to provide safe resident/patient care.

7. **What happens to my seniority?**
   You will continue to accrue seniority during the period of time that you are restricted to working at one site. The PCH to which you are assigned will receive your current seniority hours from the PCH you are on leave from.
8. **What happens to my benefits?**

   It is recommended that you contact your benefit providers to discuss options available to you.

   For those employees who have benefits coverage through HEB, you have three options outlined below.

   A. You can prepay your benefits to maintain the coverage you had before the start of the unpaid LOA but may not be required to provide postdated cheques. Please follow up with HEB regarding payment arrangements.

      While HEB still requires the LOA Prepayment Form to be completed and signed by you, HEB will accept a separate copy of the Employer signed form attached to an email from you confirming your intent to maintain your coverage. **All unpaid personal LOAs relating to COVID-19 will have a 30-day grace period (from May 1, 2020) to have the LOA Prepayment Form completed and submitted to HEB.**

   B. You can waive (temporarily suspend) your coverage while on the unpaid LOA.

   C. You can switch your coverage to the PCH to which you have been assigned provided the other facility also participates in the HEB Manitoba Healthcare and Dental Plans. If you decide to switch your coverage, it will remain in place and your will not be able to move it back later.

   For comprehensive information about HEB benefits, go to:


   To Access HEB Manitoba Staff and Services:

   Phone: 204.942.6591 or Toll-free: 1.888.842.4233 OR Email: info@hebmanitoba.ca

   Please note that Manitoba Blue Cross is utilizing a similar process.

9. **Will I have the option to continue Disability & Rehabilitation coverage at the site I am assigned to and will I have to pay D&R premiums on the additional EFT that I work?**

   You will pay D&R premiums for all eligible hours worked at the assigned site including up to 1.3 EFT if you have agreed to an EFT over 1.0.
10. **What if I want to work more hours?**
   All employees are being encouraged to work as many hours as they can up to 1.0 EFT.

11. **I am currently on a leave of absence (LOA). What happens when I am ready to return to work?**
   The answer will depend on whether you work at one or more PCHs. If you work at a single PCH, you will return to work at that site at the end of your LOA.

   If you work at more than one PCH, you will be contacted before the end of your LOA and assigned to one site.

12. **When COVID-19 is declared over, can I resume my additional employment?**
   When the Single Site Order has been lifted, a process will be established to assist the transition of employees to where they previously held positions.

13. **Will I be issued a ROE and have banks etc. paid out from employers I am not permitted to work for?**
   No. Employees will have been placed on a leave of absence from their sending sites. The combined EFT of all the sites that you worked at prior to the Single Site Order will be honored up to 1.3 EFT.

14. **Who told you I was working in other sites?**
   All PCH employers responded to a request for this information made under the authority of The Chief Provincial Public Health Officer.

15. **What information was collected?**
   Your personal employment information was collected. This includes your Social Insurance Number and information about all positions that you work. This information was securely submitted and is being used only for the purpose of identifying all licensed PCH sites where employees across Manitoba work.

   Because people have similar names or may go by different names, the only way to make sure that we were getting the information needed was to collect Social Insurance numbers.

   Those with access to your Social Insurance Number were restricted to very few. All others involved in planning for the Single Site Order did not have access to Social Insurance Numbers. Everyone involved signed an Agreement indicating information will be kept confidential. Once employees have been assigned to a single site, all data relating to your personal information will be destroyed.
16. I don’t work “night shifts” – will that continue to be honored?
We will try to keep the same shifts you work now but cannot guarantee this given the large number of employees affected by this change. If you are unable to work certain shifts due to a documented medical accommodation, that will continue to be honored.

17. I work every second weekend – will that continue to be honored?
We will try to keep the same rotation you work now but cannot guarantee this given the large number of employees affected by this change.

18. Will I have to pay the additional or incrementally increased parking costs as I did not have these costs in my “other site”? (For example, parking in some RHAs is based on hours worked).
Where applicable, you will only pay parking at your assigned PCH.

19. How will this affect casual staff?
Casual employees that only work at one PCH will be assigned to that PCH. Casual employees that work at more than one PCH will be assigned to one of those PCHs. Once the full time and part time employees have been scheduled, unfilled shifts will be offered to the casual employees assigned to that PCH.

20. Our site relies a lot on agency staff. Will we still use agency staff?
Yes. If an agency worker owns a position at a PCH, they will be assigned to that PCH. If the agency worker does not own a position at a PCH then the agency will be required to assign the agency worker to a single PCH. Once the full time and part time employees have been scheduled, unfilled shifts will be offered first to casual staff, and then to all employees at the site. Any shifts that remain unfilled will then be offered to the agency workers assigned to that site.

21. Given the recent media coverage about the need to conserve PPE, how can I know that we will have adequate supplies? What other measures will be undertaken to ensure PPE is safe?
Staff and resident safety are key priorities and among the main reasons we are implementing these restrictions. We are committed to continued adherence to other recommendations made by the Public Health Agency of Canada for infection prevention and control of COVID-19 for long term care. To protect our residents and staff, we have already implemented daily employee screening, limited visitor access, enhanced cleaning and disinfecting protocols, strict hand hygiene and social distancing and are ensuring our PCHs have appropriate PPE supplies. We continue to explore innovative solutions that keep our staff and residents safe.

22. If I am unable to choose the PCH that I work at, I may have less take home pay. What about the difference in pay between PCHs?
The Emergency Measures Act states that employees who remain at the PCH will earn the rate of pay that would have been earned for work performed in the same classifications.
For employees who have been moved to an alternate PCH, they will receive the same rate of pay that they earned at the sending PCH for those EFT hours that are brought over to the new PCH.

For example:

A. If you own positions at PCH A and PCH B that are both in the same classification and are assigned to PCH B, you will be placed on a leave of absence from PCH A. The EFT that you worked at PCH A will be assigned to PCH B and you will be paid at the hourly rate you received at PCH A for all hours worked in that position including overtime due to the extension of a shift. Additional hours that are assigned at overtime rates will be paid at the PCH B rate of pay.

B. If you own a higher paid classification at PCH A and a lower paid classification in PCH B and are assigned to work in the lower paid classification in PCH B, you will be placed on a leave of absence from PCH A. The EFT that you worked at PCH A will be assigned to PCH B and you will be paid at the hourly rate you received at PCH A for all hours worked in that position including overtime due to the extension of a shift. Additional hours that are assigned at overtime rates will be paid at the PCH B rate of pay.

C. If you own a lower paid classification at PCH A and a higher paid classification in PCH B and are assigned to work in the higher paid classification in PCH B, you will be placed on a leave of absence from PCH A. The EFT that you worked at PCH A will be assigned to PCH B. You will be paid at the PCH A hourly rate of pay for that higher classification for all hours worked in that position including overtime due to the extension of a shift. Additional hours that are assigned at overtime rates will be paid at the PCH B rate of pay.

23. Will I be guaranteed to work the same number of EFT hours as I held within multiple PCHs?
Employees who hold more than one position at more than one PCH will be scheduled to work the total combined EFT of their positions at the single assigned site.

Employees who work more than 1.0 EFT in multiple PCHs and provide their consent will be allowed to work up to a total of 1.3 EFT. Please note that in this situation, overtime rates will only be applicable after the total combined EFT has been reached.

24. I am an employee that holds an EFT position at more than one PCH. What happens if I don't want to work my total combined EFT from both PCHs?
The employers have committed to meeting the obligations from all of your EFT PCH positions (up to a total of 1.3 EFT if your total EFT is over full time). Employees must consent to work their total combined EFT at one site. Should you decide that you do not want to work your total combined EFT, please contact your manager to let them know.

25. What will my schedule look like?
Employers will try to keep the same shifts you work now. We cannot guarantee that you will work the exact same schedule as we must ensure baseline staffing requirements are met at
each site. We must also consider the combined EFT (from all sites worked) of all employees.

26. What happens to my employee status if I can no longer work at a specific site where I have an EFT?
If you own an EFT position within a PCH but are assigned to work in an alternate PCH, you will be placed on a leave of absence from the site that you are not working at. You will maintain your employee status.

27. What happens to the EFT position that I will no longer be working in during this time?
You will be placed on a leave of absence from the EFT position you are not working in during the period of the Single Site Order. That position (or those hours) will be temporarily assigned to another employee until the Single Site Order has been lifted.

28. What happens if I am unable to make child care arrangements to cover my schedule or if I am unable to work on the days you assign?
If you are unable to arrange child care for the days that you are scheduled to work, please contact your manager who will work with you to see if there are alternate shifts that you may be able to work in order to maintain your EFT.

29. What happens if I have medical restrictions- will they be considered when I am scheduled?
All documented medical restrictions will be honored during this process and reflected in the employee's schedule.

30. I have vacation dates that were approved, will they still be honored?
All approved vacation or time off requests will be honored where possible, however, changes may need to occur to ensure the safe provision of care.

31. Can I still apply for another position during the Single Site Restriction?
Yes. Should you accept an offer to work in an alternate PCH and leave your employment at the PCH to which you have been assigned while the Order is still in effect, you will be required to wait at least 14 days before commencing employment at that alternate PCH. During the 14 day time period, you will not be required to self-isolate or be prevented from working in a non-PCH setting. If necessary, you will be able to access available banks such as vacation, stat or overtime in order to supplement your income. This 14 day period is required to mitigate the risk of transmission of COVID-19 to our vulnerable patients and residents at another PCH.

32. If my combined EFT is now full time or greater, will I be eligible for stats?
Although your total combined EFT may be full time or greater, you still retain your employment status. In the event that you held part time positions in more than one PCH prior to the order, you would still continue to be a part time employee.
33. I am a non-union employee who has been assigned to a unionized site. Will I have to pay union dues?
No. The Emergency Measures Act allows for the employer to employ extra part time, temporary staff persons to do bargaining unit work.

34. I am a unionized employee who has been assigned to a non-unionized site. How will my union dues be deducted?
A reconciliation process will be completed to ensure that the appropriate dues are paid and remitted to the applicable Unions.

35. I have positions at two PCHs and have been assigned to one of them. Which Collective Agreement will apply?
The Collective Agreement at the PCH you have been assigned to will apply. A reconciliation will occur to ensure that any wages lost due to differences in premiums or applicable academic allowances will be applied to ensure that employees are not disadvantaged. If you are assigned to a non-unionized PCH, the Employment Standards Code will apply.

36. How is WCB being administered?
You will continue to have coverage under WCB. The PCH to which you are assigned would be required to report any injuries or workplace accidents in the event that one occurs. Please speak with your manager to inform yourself regarding the appropriate process.

37. I work for a number of Agencies within the Province. Will I be able to work at alternate PCHs during the Single Site Order?
Similar to employees that have accepted positions in PCHs that are different from the one they were initially assigned to, agency workers will be required to maintain a 14 day period in which they do not work in a PCH before they can be assigned to an alternate PCH.

38. How do employers know if a PCH’s agency workers have not been assigned to an alternate PCH during the Single Site Order?
All agency workers are required to sign a declaration acknowledging that they will only work in one PCH during the Single Site Order. As well, a provincial agency tracking system has been developed to ensure that those agency workers cannot be contracted or assigned elsewhere in the Province until the 14 day period has elapsed. This tracking process in ongoing and will be in place throughout the Single Site Order period.

39. How are accrual banks (vacation, sick, OT etc.) going to be managed?
The PCH to which you are assigned has received a report of your current accrual banks (vacation, sick, OT, stats, etc.) from the PCH you are on leave from. There will be a process defined to allocate the seniority hours, vacation, sick banks, etc. that accrued while you were in the assigned site to the payroll system at your former site. At the conclusion of the Order, a reconciliation will be done.
40. How will increments be managed at the receiving site?
The PCH to which you are assigned has received your current salary information including the step you are on the pay scale and the date your next increment is due from the PCH you are on leave from. This will provide an estimate for when you will receive your next increment as some increments are achieved based on hours worked, some are achieved based on anniversary dates, and others are achieved based on a combination of the two. How this will be done will be based on the Collective Agreement or Employer policy (if non-unionized) of the PCH you are assigned to.

41. How are additional shifts to be assigned?
Additional available shifts will be assigned in accordance with the process at the PCH you are assigned to. For those PCHs that require seniority hours, the PCH to which you are assigned will receive your current seniority hours from the PCH you are on leave from and the seniority hours will be considered when additional shifts are being assigned.

42. Who will issue my T4s next year?
You will receive T4s from all of the employers for whom you worked.