

## **COVID-19 DIRECTIVE FOR THE DEVELOPMENT SERVICES SECTOR ON SHARED WORKERS**

### **Purpose**

This Directive provides recommended minimum standards to support the Development Services Sector (DSS) agencies who have shared workers who work for more than one employer.

### **Rationale:**

DSS workers are identified as an essential service that is critical to the successful management of the COVID-19 pandemic, pursuant to items 59 and 60 of Schedule 2 (Essential Businesses) of Ontario Regulation 2020.0173.e under the Emergency Management and Civil Protection Act order under subsection 7.0.2(4) – Closure of Places of Non-Essential Businesses.

At the frontlines of this global crisis, we need our workers to feel confident stepping forward to care for residents and to protect themselves. As a sector, we are fully committed to the safety and well-being of the people in our care and those who support them.

Many DSS workers are employed by more than one employer across the sector. This complement of part-time/casual staff is vital to the human resources strategy within the sector and other organizations. As COVID-19 is a rapidly evolving situation, this policy directive and the recommendations should be considered in the context of any sector and agency-specific directives or conditions.

### **Guiding Principles**

DSS workers are essential to the health and well-being of individuals in our care and our ability to manage and deliver services.

DSS workers are an essential service that is critical to the successful management of the pandemic. We are committed fully to ensuring the safety and well-being of the people in our care and our workers.

Many DSS workers provide service for more than one employer. Allowing them to maintain employment supports their financial wellbeing and enables greater capacity in the DSS for needed deployment and response. DSS workers represent a unique group that requires specific considerations for multi-organizational employment during critical times.

### **Guidelines**

To help maintain the ability to deliver essential services across the DSS, Community Living Toronto (CLTO) will:

- Restrict DSS workers from working for multiple organizations within the vulnerable services sector to help maintain the ability to deliver essential services

- Implement and maintain strict active screening protocols to help prevent and mitigate the risk of transmission to others
- Follow all appropriate Infection Prevention and Control practices and regulatory standards to ensure a consistent approach to prevent and mitigate the risk of transmission
- Provide clear instructions for workers and contract personnel on staff screening and sick leave reporting protocols, including the requirement to inform all employers/organizations if they become symptomatic, in accordance with Public Health and related CLTO policy and directives.

CLTO may:

- Collect and use Secondary Employment Information as reasonably necessary to achieve the Permitted Purposes, including but not limited to ensuring employee compliance with the Single-Employer Directive and O. Reg. 177/20, Section 4
- Disclose Secondary Employment Information to personnel within CLTO, as well as third parties (including secondary employers and public health) where reasonably necessary to achieve the Permitted Purposes
- Retain Secondary Employment Information securely and confidentially for so long as is reasonably necessary to achieve the Permitted Purposes.

Further:

Asymptomatic DSS workers who have been advised to self-isolate, and work virtually where possible, will be required to only work for one employer for the duration of the self-isolation period.

DSS workers who provide service to an organization, specifically in the location experiencing a COVID-19 outbreak or a designated COVID-19 area within an organization, will not be permitted to work elsewhere (including other locations within CLTO or for another employer) until the outbreak is cleared, or at the direction of the local Public Health unit.

A staffing registry/staffing report will be compiled to ascertain how many workers maintain employment at multiple sites and which, if there is a requirement, will be used to reassess and limit workers to one organization. The staffing registry/staffing reports will only be released to Public Health authorities upon request.

### **Related Documentation**

Ontario Hospital [Association \(March 30, 2020\). COVID-19 Health Care Worker Multi-Employer Recommendations](https://www.oha.com/Bulletins/COVID-19%20HR%20Guidance%20%20HCW%20Multi-employer%20March%2030%202020.pdf) <https://www.oha.com/Bulletins/COVID-19%20HR%20Guidance%20%20HCW%20Multi-employer%20March%2030%202020.pdf>

World Health Organization (March 25, 2020). [Operational Guidance for Maintaining Essential Health Services During an Outbreak](https://www.who.int/publications-detail/covid-19-operational-guidance-for-maintaining-essential-health-services-during-an-outbreak) <https://www.who.int/publications-detail/covid-19-operational-guidance-for-maintaining-essential-health-services-during-an-outbreak>

Ministry of Health (March 20, 2020). COVID-19 Guidance: Occupational Health and Safety and Infection [Prevention & Control](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_occupational_health_safety_guidance.pdf) [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_occupational\\_health\\_safety\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_occupational_health_safety_guidance.pdf)

Ministry of Health and Long-term Care (January 1, 2018). Institutional/Facility Outbreak Management Protocol, 2018 [http://www.health.gov.on.ca/en/pro/programs/publichealth/oph\\_standards/docs/protocols\\_guideline/Inst\\_Fac\\_Outbreak\\_Protocol\\_2018\\_en.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/docs/protocols_guideline/Inst_Fac_Outbreak_Protocol_2018_en.pdf)

Government of Ontario (April 3, 2020) Order in Council, Emergency Management and Civil Protection Act, "Service agencies providing services and supports to adults with developmental disabilities."

<https://files.ontario.ca/solgen-oicwork-deployment.pdf>

Ministry of Health (April 1, 2020) COVID-19 Guidance: Group Homes and Co-living Settings

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_group\\_homes\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_group_homes_guidance.pdf)

Government of Ontario (July 15, 2020) Ontario Regulation 177/20: Order Under Subsection 7.0.2 (4) of the Act-Congregate Care Settings.

[https://www.ontario.ca/laws/regulation/200177?\\_ga=2.192116076.793558984.1592075276-2088615716.1587577556](https://www.ontario.ca/laws/regulation/200177?_ga=2.192116076.793558984.1592075276-2088615716.1587577556)