



How you want to be treated.

## Memorandum

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To All PHC Leaders who are responsible for a cost centre or budget

From John Jinn, Executive Director, Financial Services and Tammy Young, Executive Director, People

Date May 4, 2020

Re. **COVID-19 Cost Tracking Update & Cheat Sheet**

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Further to the memo sent on March 13 regarding COVID-19 cost tracking, the [PHC COVID-19 Staffing & Finance Coding Cheat Sheet for Leaders](#) (attached) has been updated to reflect the following changes in capturing incremental costs related to COVID-19. These include prevention, diagnosis, treatment and support services, and are effective April 3, 2020:

1. **Sick Time for staff who become infected with COVID-19, are pregnant or immunocompromised**
  - a. Please advise Staffing if an employee's sick time is related to a positive COVID-19 test result. This will allow for proper COVID-19 reporting and allocation of funds to the Public Health Emergency cost centre.
  - b. Please advise Occupational Health and Safety if an employee becomes infected with COVID-19 or requests accommodation for pregnancy or having an underlying medical condition.
2. **Sick Leave and Self-Isolation Relief:** Staffing will code employees who are off work on a leave of absence due to COVID-19 to the employee's home cost centre. Backfill for that employee will be coded to the Public Health Emergency cost centre.
3. **Redeployment:** Staffing will code redeployment work to the Public Health Emergency cost centre.
4. **Employee absences without leader approval:** Staffing will code employee absences without leader approval as unpaid until the leave of absence is approved by the leader. Staffing will advise employees to speak with their leader.
5. **C-19 Leave:** Staffing will code this new Employment Standards Act unpaid leave of absence with benefits for employees who meet the criteria outlined below as Unpaid Outbreak Leave (UOL):
  - a. COVID-19 diagnosis and are acting in accordance with the direction from a medical health officer, medical practitioner, nurse practitioner or registered nurse;
  - b. Is in self-isolation or quarantine;
  - c. Need to stay home to care for children under 19 years, a dependent adult who is unable to withdraw from the charge of the employee and is under the day-to-day care of the employee (including closure of school, daycare or similar facility);

**Sites:** St. Paul's Hospital | Holy Family Hospital | Mount Saint Joseph Hospital | Youville Residence | St. John Hospice  
St. Vincent's: Brock Fahrni, Langara, Honoria Conway - Heather | Crosstown Clinic

**Community Dialysis Clinics:** Sechelt | Richmond | Powell River | Squamish | North Shore | Vancouver | East Vancouver

- d. Has been directed by their employer to stay home due to concerns about exposure; or
  - e. Is outside of B.C. and cannot return home due to travel or border restrictions.
6. **Lower Mainland Consolidated (LMC) sites:** any LMC departments under Health Information Management (HIM) or Biomedical Engineering that are not located at a PHC site will continue coding to their home cost centre for COVID-19 related costs.

The above changes have been made to ensure consistency with Vancouver Coastal Health and the Ministry of Health. If you have any questions, please contact your OH&S Advisor, HR Advisor or one of the Finance leads below.

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