

## PHC COVID-19 Staffing & Finance Coding Cheat Sheet for Leaders

Changes for Leaders: Effective **April 3, 2020**, the new coding process is as follows:

- For COVID-19 related sick/general leave codes (book-off)
  - Staffing will code employee (EE) to their home cost centre and Finance will adjust EE's backfill funds
  - This applies to PSK – COVID Sick LV and PGL – Self-Isolation Staffing codes
  - **Action required:** advise Staffing portfolio clerk if sick coding is due to a positive COVID-19 test result
  - **Action required:** submit HR Connect form for unpaid C-19 leave of absence (Unpaid Outbreak Leave)
- Public Health Emergency (PHE) cost centre has been created 72101017-400 for COVID-19 costs
  - For workload requests/codes (book-on), Staffing will code EE directly to the PHE cost centre
- For LMC Leaders offsite (HIM & Biomedical Engineering) code to home cost centre

CATEGORY	DESCRIPTION	STAFFING BOOK ON/OFF CODING
<b>Asymptomatic, self-isolation</b> (reg or casual)  e.g., awaiting test results or traveled	No symptoms but requested by <u>PHC or qualified medical practitioner</u> to self-isolate.  For travel only from Hubei, Iran or Italy. All other EEs are essential and <u>allowed</u> to work (wear a mask for 14 days & self-monitor symptoms).	<b>Code:</b> PGL – Self-Isolation (when approved by Leader)  <u>Casual</u> staff coded PGL – Self-Isolation (only for pre-scheduled shifts)
<b>Asymptomatic, self-isolation</b> (reg & <u>positive test result</u> )	No symptoms but tested positive.  EEs can work if asymptomatic (wear a mask for 14 days & self-monitor symptoms).	<b>Code:</b> PSK – Covid Sick LV (when approved by Leader)  If exhaust sick bank, code UOL – Unpaid Outbreak Leave
<b>Asymptomatic and/or caring for family</b>	Vacation, time owing, or C-19 unpaid LOA.	<b>Code:</b> PVC or TO (paid) <b>Code:</b> UOL – Unpaid Outbreak Leave
<b>Symptomatic &amp; casual EE</b>	Casual EEs with symptoms, directed to self-isolate and pre-booked for shifts.	<b>Code:</b> PGL – Self-Isolation (when approved by Leader because casuals have no sick bank)
<b>Symptomatic &amp; regular EE</b>	Staff exhibiting symptoms and awaiting test results.	<b>Code:</b> PSK – paid sick
	Positive results: advise Staffing Clerk to change to sick coding for reporting.	<b>Code:</b> PSK – Covid Sick LV (when advised by Leader)
	Positive results & exhaust sick bank: Leader advises Staffing of changes	<b>Code:</b> UOL – Unpaid Outbreak Leave (if exhaust sick bank)
<b>Symptomatic &amp; work exposure</b>	Exposure to COVID-19 at work. Leader to notify OH&S.	<b>Code:</b> PSK or USK for initial coding until approved for WSBC <b>Code:</b> WAL (WSBC Claim approved)
<b>Staff who are pregnant or immunocompromised</b>	Contact OH&S to confirm use of EDMP, redeploy, work from home, sick time, and/or unpaid C-19 LOA if sick time exhausted. Discretionary use of other banks prior to C-19 LOA.	<b>Code:</b> WOS – work from home <b>Code:</b> PVC or TO (paid) <b>Code:</b> PSK – paid sick <b>Code:</b> UOL – Unpaid Outbreak Leave

CATEGORY	DESCRIPTION	STAFFING BOOK ON/OFF CODING
<b>Cancelling shifts &amp; working one-site</b>  e.g., Long-term care only	<u>Employee</u> cancelling shifts because they have been instructed NOT to work at multiple facilities.  Includes if EE is instructed by other Health Authorities (i.e., FHA, VCH) not to work at PHC.  <i>Note: EEs should be directed to their Leader.</i>	<b>Code:</b> CU-COVID- Cancelled by Unit (for casual EE's picked up shifts) <b>Code:</b> UGL - unpaid LOA COVID or UOL – Unpaid Outbreak Leave (for reg EE)  <i>Note: this allows EEs to be called at single site only</i>
<b>Workload requests by Leader</b>	Workload requests that are directly related to an increase in workload/above baseline need due to COVID-19.  <b>**Leaders: when taking workload requests, please advise if the workload is directly for COVID or just due to regular operational requirements**</b>	<b>Use PHE Cost Centre:</b> 72101017-400 (except for offsite LMC areas HIM & Biomedical Engineering)  <b>Code:</b> COVID Wkld Increase <b>Code:</b> REG X RNF - Filled/w Alt (COVID WL) when you switch occupations <b>Code:</b> REG X Adj Book-off Time (COVID WL) when you have to book on another shift because the start and end time <b>Code:</b> ISN- Insuff Notice COVID WL for Insufficient notice
<b>REDEPLOYMENT</b>		
<b>General</b>  e.g., below baseline, staff filling a deficit	Staff redeployed to another unit/department.	<b>Coded to deployed unit's (receiving) Cost Center.</b>  <i>Note: EE sign-in on deployed unit</i>
<b>Workload</b>  e.g., extra staff above baseline (not fill a true deficit)	Staff redeployed to another unit/department as COVID Workload.	<b>PHE Cost Centre:</b> 72101017-400 <i>Note: EE sign-in on deployed unit and write "Covid 19" beside name on flowsheet.</i>
<b>Greeters and/or Screeners</b>	Staff working as "greeters or screeners" at Residential Care or Main doors of buildings/Units, Lab Runner.	<b>PHE Cost Centre:</b> 72101017-400 <i>Note: Backfilled by redeployed staff or extra staff on unit</i>
<b>Donations</b>	Staff sorting donations.	<b>PHE Cost Centre:</b> 72101017-400
<b>Testing/screening clinic</b>	Staff working at testing or screening clinic.	<b>PHE Cost Centre:</b> 72101017-400
<b>Training or buddy shifts</b>	Staff training or buddy shifts in preparation of them working in other Units.	<b>PHE Cost Centre:</b> 72101017-400  <i>Note: EE sign-in on deployed unit and write "COVID 19" beside name on flowsheet.</i>

### Finance coding (not staffing related)

EXPENSE TYPE	DESCRIPTION	COST CENTRE
<b>Minor Equipment</b>	All equipment <u>under</u> \$5K related to COVID 19 work.	<b>PHE Cost Centre:</b> 72101017-400
<b>Minor Equipment</b>	All equipment <u>over</u> \$5K related to COVID 19.	<b>Contact Susan Jong</b> at <a href="mailto:sjong@providencehealth.bc.ca">sjong@providencehealth.bc.ca</a> to advise how to move forward
<b>Supplies</b>	Medical supplies related to COVID 19.	<b>PHE Cost Centre:</b> 72101017-400