



DATE: 04/23/2020

TO: All Managers

FROM: Kweku Johnson, HR Systems and Analytics

RE: COVID-19 Shifts Online SHA.Staffscheduling.ca

We will be using sha.staffscheduling.ca to post/assign shifts due to COVID-19 online for casual, relief and other than full-time staff. Shifts will be posted on this site if they are unable to be filled using the existing call-in/relief assignment and overtime processes contained in the applicable collective bargaining agreement. The site will provide :

- Opportunity for staff to apply for shifts across the province
- Confirmation of shifts staff have applied for via phone, text or email
- View shift specific information such as Skills required, Time, Facility, Department, physical address of the site and if specific cohorting restrictions are in place
- The ability for staff to view a personalized COVID-19 schedule
- If staff are not able to work their COVID-19 shift, they will have the ability to inform scheduling via phone or online

Please note that even though some of these shifts may not fall into a staff member's current occupation, we ask that they review the skills required and if they can meet the criteria requested, to apply.

Over the next few days, we will be inviting your staff to log onto the website and apply on "SAMPLE" shifts. Please note these shifts are not required and are meant for training.

More information on how to register and apply for shifts can be found [here](#). We will also be offering additional virtual training in the coming days.

If staff have questions or need help using the system, please have them contact the COVID-19 Scheduling team here 1-833-931-1771.

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