

Ministry of Long-Term Care

Pandemic Pay in Long-Term Care

Long-Term Care COVID-19 Commission

October 2020

Agenda

Purpose: To provide an overview of temporary pandemic pay and how it was implemented across the long-term care (LTC) sector.

1. Introduction
2. Principles
3. Eligibility
4. Funding approach
5. Reporting
6. Reconciliation
7. Timelines
8. Appendices:
 1. Third-party agencies
 2. Redeployment

Introduction

- On April 25th, 2020, the government announced temporary pandemic pay measures across multiple sectors in response to the ongoing COVID-19 outbreak.
- The goals of temporary pandemic pay were to provide additional support and relief to frontline workers, encourage staff to continue working, attract prospective employees and help maintain safe staffing levels and the operation of critical frontline services.
- Temporary pandemic pay measures across all sectors consisted of:
 1. **Hourly pay** of an additional \$4 per hour for all hours worked; and
 2. **Lump sum payments** of \$250, conditional on 100 hours or more worked during a designated 4-week period, for a total of up to \$1,000 over 16 weeks.

Principles

Pandemic pay for LTC was designed based on the following principles:

- 1 Pandemic pay recognized that LTC staff face an increased risk of exposure to COVID-19 and was provided as an incentive to encourage employees to come to work and to attract prospective employees to work in LTC homes.
- 2 Pandemic pay was a temporary bonus pay and had no impact on pension, benefits or base salaries.
- 3 Employees in all LTC homes were eligible for pandemic pay, whether there was a COVID-19 outbreak in the home they work in or not.
- 4 Eligibility for pandemic pay was not dependent on if an employee works directly with residents.
- 5 Pandemic pay in LTC aligned with pandemic pay provided in other sectors.

Eligibility

Who was eligible for temporary pandemic pay in LTC?

Eligible

All non-management staff who were working on-site in a LTC home, including clinical care staff and support staff (full-time, part-time and casual workers).

Third-party agency staff and other contracted staff hired by or who otherwise worked on-site for a LTC home, but who were not a direct employee of the home.

Staff redeployed from other sectors to provide services on site for the LTC home.

Not Eligible

Individuals employed in a management capacity, including individuals employed in a management capacity and redeployed to an otherwise eligible position.

Any hours worked to provide care services that were privately purchased by residents or their families.

Any services not provided on site, including services provided virtually and work from home.

Funding Approach

All eligible staff retroactively received:

- **Hourly increase** of \$4 per hour worked from April 24, 2020 up to and including August 13, 2020. This pay was provided in addition to their existing hourly wages, regardless of how much that person was paid; and
- **Lump sum payments** of \$250 for 100 hours or more worked during each of the following designated 4-week periods:

Lump Sum Payment Period	Funding Amount	Cumulative Funding	Total number of weeks
April 24, 2020 to May 21, 2020	\$250	\$250	4
May 22, 2020 to June 18, 2020	\$250	\$500	8
June 19, 2020 to July 16, 2020	\$250	\$750	12
July 17, 2020 to August 13, 2020	\$250	\$1,000	16

- With funding support from the federal government over the 16 weeks, the government has invested \$321M to support pandemic pay in LTC.
- Ontario claimed the full amount of federal funding, resulting in over \$1.5 billion in provincial and federal funding made available to support the critical work of over 375,000 eligible frontline employees working for over 2,000 employers across multiple sectors in Ontario, including LTC, hospitals, retirement homes, home and community care, and more.

Funding Approach (continued)

Statutory Entitlements and Benefits

- The Ministry of Long-Term Care funded the LTC home's share of statutory entitlements and contributions. They applied as follows:
- **Pandemic Hourly Pay and Lump Sum Payments:**
 - Statutory entitlements such as: vacation pay; public holiday pay; overtime
 - Employer contributions such as: Canada Pension Plan (CPP); Employment Insurance (EI); Employer Health Tax (EHT)
 - Increases in an employer's WSIB insurable earnings due to temporary pandemic pay
- Salary-related benefits – such as life insurance coverage and long-term income protection – were not impacted by pandemic pay.
- Pandemic pay did not impact pension (with the exception of CPP), benefits, or base salaries.
- Pandemic pay was not provided for the time employees were not in the workplace for any reason, including:
 - Vacation
 - Any authorized paid leave, including sick leave
 - Time and benefits awarded under the *Workplace Safety and Insurance Act, 1997*

Funding Approach (continued)

How did LTC homes receive the funds?

- Each LTC home received an allocation of up to **\$996.29 per bed** for each 4-week period to support pandemic pay for eligible staff. This included pandemic hourly pay, pandemic lump sum payment and statutory entitlements and contributions.
- For each LTC home with **96 beds or fewer**, LTC homes received an additional allocation of up to **\$10,000** for each 4-week period.
- Payments to LTC homes were provided in two installments:
 - June 2020: The first estimated installment equaled **75%** of the LTC home's total 16-week allocation and was provided as an unscheduled payment.
 - July 2020: The second estimated installment was provided in the scheduled monthly payment and equaled the remaining balance (or **25%** of the LTC home's total 16-week allocation).

Reporting

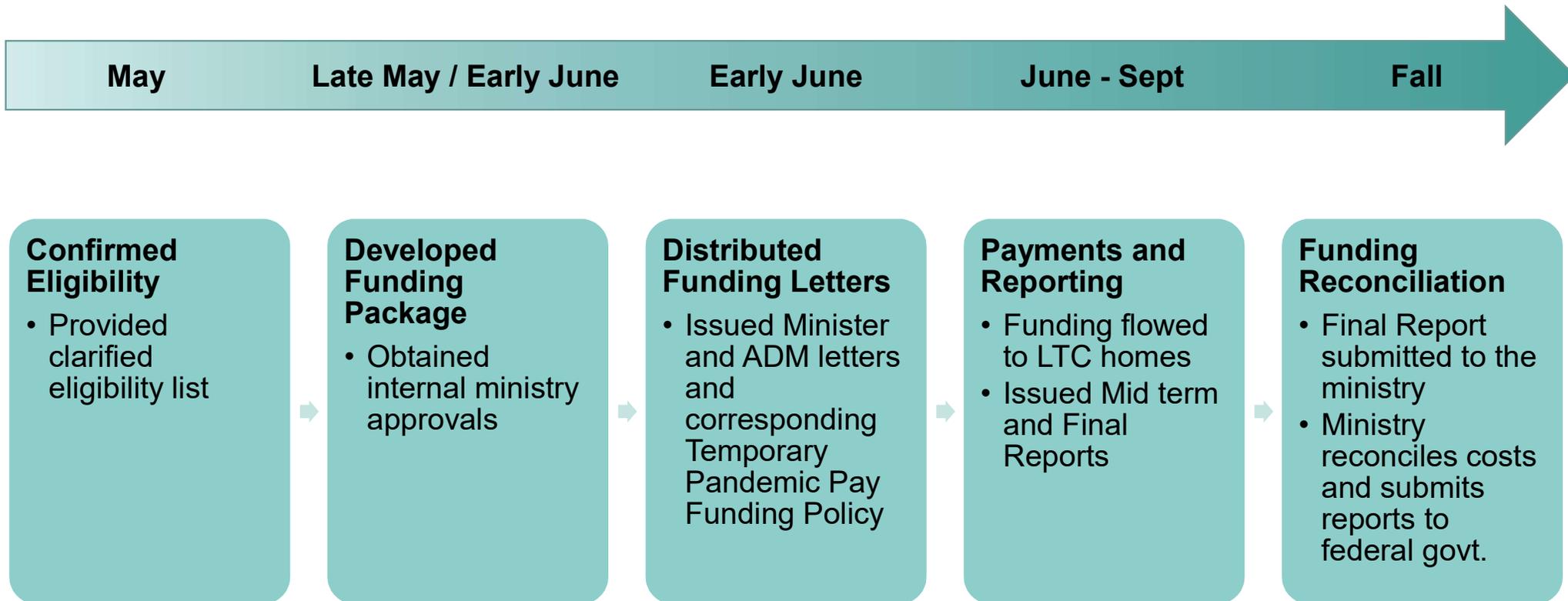
What information was expected from LTC homes?

- LTC homes submitted **two reports** (Mid-Term and Final Report) to the Ministry of Long-Term Care.
 - The **Mid-Term Report**: Two 4-week periods from April 24, 2020 up to and including June 18, 2020. LTC homes were asked to submit the report by July 17, 2020.
 - The **Final Report**: Two 4-week periods from June 19, 2020 up to and including August 13, 2020. LTC homes were asked to submit the report by October 9, 2020. See Appendix for copy of final report template.
- LTC homes submitted their reports and attestations through the ministry's HSIMI portal.
- LTC homes were also required to create and maintain records that document:
 - Number of worker hours eligible for hourly pandemic pay, tracked per mid-term and final reporting periods;
 - Gross amount of hourly pandemic pay paid out to eligible workers;
 - Gross amount of pandemic pay lump sum paid out to eligible workers;
 - Amount of statutory contributions paid by employers due to pandemic pay to eligible workers;
 - Amount paid by the home to address statutory or collective agreement entitlements as a result of providing pandemic pay; and
 - Completed attestations for lump sum payments.

Reconciliation

- If necessary, the ministry will reconcile, adjust and/or recover the estimated allocation payments (including statutory entitlements and deductions), based on the LTC home's Final Report.
- The ministry will adjust the payments after the Final Report has been submitted and reviewed.
- All funding provided to LTC homes for temporary pandemic pay will be reconciled through a separate line in Section I Part A of the LTCH Annual Reconciliation Report (ARR) at the end of the applicable year.

LTC Pandemic Pay Timeline



Appendices

Third Party Agencies

- Where LTC homes engaged a third-party service provider that employed eligible staff to work for the LTC home:
 - The province provided temporary pandemic pay funds to the LTC home.
 - The LTC homes then disbursed the funds to the third-party service provider under an agreement that required the third-party service provider to:
 - Pay temporary pandemic pay to eligible staff according to the pay calculations;
 - Use temporary pandemic pay funds only for the purposes of paying eligible staff;
 - Not use temporary pay funds for administrative costs, etc.; and
 - Commit in writing that the contracted staff is receiving/received the appropriate temporary pandemic pay amounts.

Lump Sum Payments

Who paid for lump sum payments if a staff member worked for multiple employers?

- Eligible staff could work their 100 hours or more with a single eligible employer or cumulatively with multiple eligible employers.*
- Where an individual worked for multiple eligible employers for a combined total of 100 hours or more during a designated 4-week period, the individual must have completed the *Temporary Pandemic Pay Attestation: Multiple Employers* form, which was made available in the policy document.
- The individual then submitted the form to the employer where they have worked the most hours during the designated 4-week period.
- An employee may have been eligible to receive a lump sum payment for one designated 4-week period if having worked 100 hours, while they may not have been eligible for the subsequent 4-week period if having worked less than 100 hours.

- **Per Ontario Regulation 146/20 made under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (previously the EMCPA), effective Wednesday, April 22, 2020, a long-term care provider shall ensure that employees who perform work in a long-term care home it operates or maintains is not also performing work, (a) in another long-term care home operated or maintained by the long-term care provider; (b) as an employee of any other health service provider; or (c) as an employee of a retirement home*

Redeployed Staff

How were redeployed staff paid?

- Redeployed from an eligible workplace (e.g. hospitals or other Broader Public Sector organization) to work on-site in an LTC home:
 - Eligible for pandemic pay.
 - Pandemic pay paid by their home employer.
- Redeployed from an ineligible workplace to work on-site in an LTC home:
 - Eligible for pandemic pay.
 - Pandemic pay paid by their home employer through an arrangement with the LTC home.
- In both scenarios, management staff were ineligible.

Final Report Template

Metric	Eligibility Group				Total
	Nursing Staff	Personal Support Workers	Other Health and Social Support Workers	Auxiliary Staff	
Total Temporary Pandemic Pay Funding Allocation from Ministry for the 8-week period from June 19, 2020 to August 13, 2020 (Input by Ministry - based on 50% of the estimated allocation)	N/A	N/A	N/A	N/A	PREPOPULATED
Total Temporary Pandemic Pay Paid-Out for the reporting period from June, 19 - August 13 (8-week Initiative Period) includes both the \$4.00 per hour payment and the \$250 per 4-week lump sum payment	N/A	N/A	N/A	N/A	
Hourly Pandemic Pay Utilization During 8 Week Period by Eligibility Group (as per Ontario.ca/pandemicpay)					
Total Number of Eligible Employees that Received Hourly Pandemic Pay including Full-time and Part-time Employees* (Headcount)					
Total Number of Eligible Hours Paid Out for Hourly Pandemic Pay					
Total Number of Eligible Full-Time Employees* that Received Hourly Pandemic Pay (Headcount)					
Lump-Sum Pay Utilization During 8- Week Program by Eligibility Group (as per Ontario.ca/pandemicpay)					
Total Lump-Sum Pay Paid out for the 8-Week Period					
Total Number of Eligible Full-Time Employees* that Received Lump-Sum Pay (Headcount)					
Total Number of Eligible Employees that Received Lump-Sum Pay from the Reporting Employer While Accumulating Eligible Hours From Multiple Employers					
Workforce Stability by Eligible Positions; Data can be summarized at high level in "Total" Column					
Total Number of Vacancies for Eligible Positions on August 13 (headcount). Total of full-time and part-time positions					
Total Number of New Hires for Eligible Positions During the 16-Week Pandemic Pay Period (Headcount). Total of full-time and part-time positions					
Midterm Report Adjustment (April 24, 2020 - June 18, 2020) - The ministry recognizes that some LTC homes may have included estimates in their submission of the mid-term report for the Total Temporary Pandemic Pay Lump Sum Paid-Out for the reporting period from April 24 – June 18 (8-week Initiative Period). Please refer to boxes A) to C) below.					
(Box A): Total Temporary Pandemic Pay Paid-Out reported for the period from April 24 – June 18 (8-week Initiative Period), including both the \$4.00 per hour payment and the \$250 per 4-week lump sum payment as reported in the Mid-Term Report.	N/A	N/A	N/A	N/A	
(Box B): Total Actual Temporary Pandemic Pay for the reporting period from April 24 – June 18 (8-week Initiative Period) including both the \$4.00 per hour payment and the \$250 per 4-week lump sum payment, if the actual amount is different than the amount reported in the mid-term report (shown in box A), Please enter the actual amount; otherwise re-enter the amount shown in Box A.	N/A	N/A	N/A	N/A	
(Box C): Total Actual Temporary Pandemic Pay lump sum amount reported in Box B)	N/A	N/A	N/A	N/A	
Pandemic Pay Pay-Out to Employees					
Have eligible employees received their Pandemic Pay? Please select yes if employees have received all or a portion of their Pandemic Pay.	N/A	N/A	N/A	N/A	Yes/No

*Note: Full-time employees are those who:

A) Work more than 30 hours per week for the employer, or

B) Are defined as full-time by their governing collective agreements.