***Submitting available staff for redeployment:***

**COVID19 Redeployment Process**

**CO**RONA**VI**RUS **D**ISEASE 2019 (COVID-19)

* Manager to submit staff in QuickBase database: [use this link](https://trinity-health.quickbase.com/db/bqee2umyt)



***Sending Site Responsibility:***

* Payroll-
  + Provide directions on remote clocking in and out process for redeployed staff
  + Add meal stipends and any other rate premiums (if applicable) or reimbursements to their paycheck
  + Place all hours worked, and stipends paid, at other ministries in COVID cost center.
* Manager-
  + Provide approvals and dates that staff can be released from their home site/unit

***Receiving site Responsibility:***

* First Day-
  + Designate someone to meet re-deployed staff at designated date/time/location to welcome them to the facility and walk them to their assigned unit.
  + Obtain badge
  + Verify TIS access
* Education/Orientation - [***http://www.trinity-health.org/covid19-resources***](http://www.trinity-health.org/covid19-resources)

 

* + Download the Rapid Onboarding Checklist for RNs from outside the ministry (or RT Onboarding Checklist)
  + Provide the required onboarding and appropriate support (preceptor, buddy, etc.)
  + Provide training in EMR/ Healthstream Modules (as needed)
* Meals-
  + Provide meal vouchers while staff is working (if café remains open)
* Scheduling-
  + Work with the redeployed staff to create a schedule for their time with the unit.

***FirstChoice National Office Responsibility:***

* Work with redeployed staff on travel logistics
* Submit for TIS access
* Submit for temporary licensure (if applicable)
* Work with sending RHM/unit and receiving unit/RHM on logistics and any questions

*Note – these RNs DO NOT become FirstChoice Staff. They remain employed by their home location. The FirstChoice dept is helping with logistics only.*