

CIRCULAR

Date: May 4, 2020

CIRCULAR NUMBER: COVID#: 2020-73

To: **Community Care Providers**

Subject: **Information Pertaining to COVID-19**

Program(s): **Child and Family Services**

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Topic: Hiring Requirements Impacted by COVID-19

Timely completion of the checks and certifications required for hiring new staff including Criminal Record Checks, Child and Adult Abuse Registry Checks, Prior Contact Checks and First AID/CPR may be limited at this time. This practice is being temporarily put in place to support community care organizations hiring front-line staff. Please also reference the attached circular distributed on April 24 regarding Criminal Record Checks.

It is expected that all candidates will begin the process for the required checks and complete the requirements as soon as possible once the services are available again.

If an organization is hiring staff who can't meet all of these requirements, the following steps should be taken prior to hiring:

- When completing the required reference check with a past employer, confirm they had the required checks/certifications on file.
- Have the candidate provide any copies of outdated checks/certifications.
- Have human resource policy that allows the employee to acknowledge and verify that they are aware of safety expectations and:
 - have applied for the required checks,
 - are aware that a current First Aid/CPR certificate is required as soon as this training is offered, and
 - are not aware of any circumstances that would prevent them from working with children/youth.

If a staff is hired without current First Aid/CPR certification, the agency must ensure they are always working with another staff person who has their First Aid/CPR certification. The employing agency should ensure that they have human resource policy or interim policies that address these situations during COVID-19.

The most up-to-date information on COVID-19 can be found at www.manitoba.ca/covid19.

If you have any other questions, please contact your organization or agency and seek guidance.

Sarah Thiele | Assistant Deputy Minister
Child and Youth Services