

- 3.1 Alternate Housing: Housing booked as an alternate option such as bed and breakfasts, Airbnb, hotel suites and billet situations.
- 3.2 CRU: Community Relations Unit.
- 3.3 HS: Health Sciences Programs
- 3.4 NODIP: Northern Ontario Dietetic Internship Program
- 3.5 NOSM Learners: All Postgraduate Medical Education (PGME) learners and Undergraduate Medical Education (UME) learners enrolled with NOSM and NOSM supported Physician Assistant Program, NODIP and Rehabilitation learners.
- 3.6 NOSM Managed Unit: NOSM leases the unit for the sole purpose of housing NOSM learners.
- 3.7 PGME: Postgraduate Medical Education Unit.
- 3.8 Resident Arranged Housing (Option 2): Term used to refer to a reimbursement policy applicable to NOSM postgraduate residents who are arranging their own housing.
- 3.9 UME: Undergraduate Medical Program
- 3.10 Visiting Learner: Any learner external to NOSM that is scheduled for clinical rotation at NOSM.

4.0 Procedures

- 4.1 NOSM will provide a reimbursement of a maximum of \$3,000, per four week block, directly to learners who are required to find self-arranged housing.
 - 4.1.1 The reimbursement amount will be pro-rated based on the duration of the clinical placement (2-6 weeks) if it is not specifically a 4 week core placements.
- 4.2 NOSM Housing is allocated months in advance, making the ability to pivot to single occupancy challenging. Single occupancy can be facilitated more effectively in our large urban centers, where more accommodation choices are available. However, at times, NOSM Housing and/or Hospital Housing are the only available accommodations in many of our smaller rural communities and may need to be shared.
- 4.3 When the Government of Ontario moves the province to Step One or Two of its *Reopening Ontario Plan*, which limits capacity in gatherings, if a learner does not feel comfortable sharing NOSM Housing, they are eligible to use and implement this COVID Housing Reimbursement protocol and find suitable self-arranged accommodations.
- 4.4 Duration of Implementation:

4.4.1 Affecting any NOSM Housing from January 17, 2022 (start of Block 8) to May 08, 2022 (end of Block 11).

4.4.2 Review of protocol extension will occur April 11, 2022 (start of Block 11).

4.5 This process will be implemented in three steps:

4.5.1 Step 1:

4.5.1.1 All housing that is currently allocated will stay as is (based on currently confirmed placement).

- Re-allocation will occur if self-isolation measures are needed on a case by case basis.
- If learner currently are scheduled in NOSM Housing, there is no need to do anything for upcoming scheduled placements unless advised or they select to exercise the self-arranged COVID Housing Reimbursement option.

4.5.2. Step 2:

4.5.2.1 Effective immediately, any new housing allocations moving forward (based on newly confirmed placements) will be scheduled as follows:

- Will be scheduled in a single learner per unit basis from the January 17, 2022 (start of Block 8) to May 08, 2022 (end of Block 11).
- NOSM Housing will be prioritized as such:
 - If NOSM Housing is not-occupied NOSM Housing will be first come first serve for single learner allocations.
 - Once NOSM Housing is occupied, any other learners will be eligible for a maximum reimbursement of \$3,000 to book their own accommodations (via AirBnB, community contacts, local hotels, etc.) within the community of their confirmed placement.
 - General Rule: Any learner (internal or external) that would be provided housing by NOSM will be eligible for the housing reimbursement (i.e. UME, PGME, HS, PA, NODIP, and Agreements).

Procedure for NOSM: Email will be sent by NOSM Housing to affected learners as their confirmed placements are entered into PaNDa, which will indicate the reimbursement option to find self-arranged housing.

4.5.3 Step 3:

4.5.3.1 Any NOSM Learners and Visiting Learners that currently have confirmed placements and are funded for housing will be eligible to take \$3,000 maximum reimbursement to arrange for their own housing accommodations within the respective community of their confirmed placement.

- For NOSM residents: The reimbursement will be available for each clinical placement that is outside of their home-base if considered core, elective, and core external and/or 4 weeks or higher in duration.
- For NOSM residents already using Housing Option 2: They will be eligible to receive a reimbursement of up to \$3,000 during this effective time period. Do not submit through the 'Housing Option 2', all claims must be submitted using the COVID Housing Reimbursement procedure that is detailed below. Residents are to submit under their respective "Program" and then "Travel" options when completing the Expense Reimbursement Claim.
- For NOSM students: The reimbursement will be available for each clinical placement that is outside of their home-base if considered CBM ICE 108 & 110, or electives of 4 weeks or higher in duration at the time of allocation.
- For Health Sciences or Physician Assistant Programs: The reimbursement will be available for any housing that is funded by NOSM.
- For Visiting Electives and Agreements: The reimbursement will be available for any housing that is funded by NOSM Inter-University Agreements.

Procedure for NOSM: Email will be transmitted to learners by respective Programs to indicate the reimbursement option to find self-arranged housing.

Procedure for Learners: Email NOSM Housing to indicate the selection of the reimbursement option for self-arranged housing.

4.6 Reimbursement Processes:

4.6.1 All learners are required to pay for the accommodation and submit the following for reimbursement by NOSM after the end of each placement.

4.6.2. All reimbursement claims must be submitted no later than 90 days upon placement completion.

4.6.3 Eligible Expenses:

4.6.3.1 Any expense that is directly attributed to the cost of housing up to a maximum of \$3,000 total

4.6.3.2 All expenses must follow the guidelines and principles of the NOSM Travel Management and General Expenses Policy (TMGE), including claim submission deadline of 90 days or it will not be processed.

- Rent
- Parking
- Internet and Utilities (if not included in the rent)
- Meal Allotment: only allowed if renting a hotel room with no kitchenette (receipt are mandatory & following the TMGE rules)

- Accommodations with Family and Friends: \$30/day can be claimed

4.6.4 For LEARNERS:

- i. Visit www.NOSM.ca
- ii. Click on *MyNOSM* and choose the option *Expense Reimbursement* under the Learners tab.
- iii. Download a new version of the *Travel Expense Summary Form* and fill out the form to the best of your ability. The Travel Expense Summary Form is a SMART form and if information is missing there will be a red marker highlighting the missing information.
- iv. When completing the Travel Expense Summary Form please add the following in the comments section: 'COVID Housing'.
- v. When completing the Expense Reimbursement page, select the correct *Payee Type*, *Program Name* (select your respective program), and *Reimbursement Type* (i.e. Travel). The *Funding Type* must be "Program", and **not** "Housing" or "Option 2".
- vi. To submit the claim, upload the completed Travel Expense Summary Form and **all** receipts (these must include proof of payment, notification of payment, and may be supported with a credit card receipt).
- vii. Attach all required documents and submit.

4.6.5 For PROGRAMS:

- i. When reviewing these claims, please ensure that the learners have included the two Travel Expense Summary and all relevant receipts.
- ii. Add the COVID-19 budget code: 11-200019-63602-00
- iii. In comments section of the claim, please indicate 'COVID HOUSING'
- iv. Route forward

5.0 Roles and Responsibilities

Learner is responsible for:

- Ensuring the placement is supported by their home program.
- Following the current NOSM Expense Reimbursement Process.
- Providing all required documentation for reimbursement submission.
- Submitting their reimbursement claim during the required time period.

Community Relation Coordinator is responsible for:

- Identifying eligibility for COVID Housing Reimbursement based on normal NOSM Housing allocation process (once clinical placements are confirmed in PaNDa).
- Releasing housing allocation in PaNDa once the learner has indicated that will be selecting the COVID Housing Reimbursement option.

Program Coordinator is responsible for:

- Providing support for initiating claims.
- Ensuring all reimbursement documents are accounted during processing of reimbursement claim within an appropriate time period.
- Communicating with the resident should there be any delays with the processing of their claim.

6.0 Related Documents

In support of this Policy, please refer to the following:

- [Travel Management General Expenses Policy](#)
- Frequently Asked Questions - COVID-NOSM Housing Reimbursement

7.0 Getting Help

Queries regarding interpretations of this document should be directed to:

Manager, Community Services and/or NOSM Housing (housing@nosm.ca)

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Authors/Comments
1.0	2020 12 14	First version of the COVID Housing Reimbursement Protocol (BF format) – first wave of COVID-19 pandemic [January 11, 2021 (start of Block 8) to June 30, 2021 (end of Block 13)]
2.0	2022 01 12	Second version of the COVID Housing Reimbursement Protocol – Omicron wave of the COVID-19 pandemic [January 17, 2021 (start of Block 8) to May 08, 2021 (end of Block 11)]