



## Frequently Asked Questions – COVID Housing Reimbursement Protocol:

Updated: January 12, 2022

The following FAQ's will help clarify NOSM Housing options for learners completing clinical placements. NOSM continues to discourage non-essential travel; however, we understand clinical placements must be completed throughout the NOSM catchment area. Please continue to follow the guidelines set forth by our Health Units, and stay vigilant and safe while travelling.

If there are further questions, please contact your respective Program Coordinators or NOSM Housing ([housing@nosm.ca](mailto:housing@nosm.ca)) for guidance.

Q1 (new). Is NOSM Housing considered shared housing?

A. Yes. Although every effort is made to attempt single occupancy, there is no guarantee that this can be done within all of NOSM Housing. Single occupancy is more readily available in large urban centers, where more accommodation choices are available. At times, NOSM Housing is the only available accommodations in many of our smaller rural communities. We cannot guarantee that NOSM Housing will be single occupancy.

Q2 (new). What if I am scheduled in NOSM Housing and do not feel comfortable sharing accommodations with other learners.

A. Although every effort is made to maintain single occupancy during COVID, it is not always possible. The COVID Housing Reimbursement Protocol was put into effect to give learners an option to find suitable alternate housing arrangement.

Q3. What can be claimed in the \$3,000 reimbursement?

A. Any expense that is directly attributed to the cost of housing up to a maximum of \$3,000 total. Please note that this reimbursement is to cover the costs of any actual out-of-pocket accommodation costs and is not considered an allowance.

Q4. How many weeks does the \$3,000 reimbursement encompass?

A. This \$3,000 reimbursement is for a 4 week clinical rotation. Costs incurred due to COVID self-isolation are not covered by this policy. Any learner who is eligible for NOSM Housing may be reimbursed up to \$3,000 for each 4 week placement (exception: varying lengths depending on program requirements).

Q5. If my accommodation booking is more than 4 weeks long should I book it all-in-one?



A. We encourage learners to book accommodations as needed but you may submit every 4 week for reimbursement.

Ex. When completing an 8 week placement, a learner may split the booking into two 4-week reservations. The learner may submit the first 4 weeks rent at the end of this first reservation.

Reimbursement will only be processed at the end of the placement per Ministry Funding guidelines and cannot be paid in advance.

Q6. Who do I need to inform that I am going to use the reimbursement option to find my own housing?

A. Please contact NOSM Housing ([housing@nosm.ca](mailto:housing@nosm.ca)) and cc: your Program Coordinator. This will inform both the Program and Housing that you would be utilizing the reimbursement to find your own housing. Please specify the details of placements and the duration.

Q7. Am I eligible to receive a maximum \$3,000 reimbursement per block that I would have had NOSM Housing in?

A. Yes. The \$3,000 reimbursement is for each placement/block. Please contact [housing@nosm.ca](mailto:housing@nosm.ca) and cc: your Program Coordinator and clearly indicate which placements and their durations you will be taking the \$3,000 reimbursement to find your own accommodations. There may be instances, where NOSM Housing has room and can allocate one of our units for single occupancy use if the unit is empty.

Q8. Do I need to produce receipt with the claim?

A. Yes, all receipts must included in the expense claim. NOSM will not reimburse learners without proper receipts or invoices that show proof of payment for services or goods. You can submit in increments for up to 60 days per the Travel Expense Summary date range longer stays (e.g. multiple consecutive placements within one community).

Q9. How much time do I have to submit my claim?

A. Learners must comply with the NOSM Travel Reimbursement Policy. Learners will have 90 days to submit their claims after the end of the placement/block. Expenses submitted after that time will not be reimbursed.

Q10. Can I include parking or utilities are not included in the rental cost in the reimbursement?



A. Learners are encouraged to seek rental options that are as inclusive as possible. Utilities and parking should be included in the rental fee. The following may be reimbursed with proof of payment if not included in the rent.

Maximum of \$3,000 still applicable:

- Internet
- Parking
- Utilities

NOSM will not cover personal cell phone bills, rental insurance, or additional parking spaces.

Q11. Will meals be reimbursed in the \$3,000 reimbursement?

A. Typically, it is up to the learner to provide with own food during placements. If the location the learner rented is a hotel/motel with no storage or cooking appliances (kitchen, kitchenette, etc.). Meals can be reimbursed within the \$3,000 but must follow the meal allotments and guidelines of the NOSM Travel Reimbursement Policy.

Q12. Can I get a car rental within the \$3,000 reimbursement?

A. Not generally. If possible, learner should attempt to find accommodations that are within walking distance of the community's hospital or use their own personal vehicle. Some programs have the ability to reimburse taxis after long shifts, please refer to your NOSM Well App or Program Coordinators for more details. PGME residents are asked to discuss car rental options with their Program Coordinators pending circumstances.

Q13. If I have family or friends that will house me during my placements, can I give them the \$3,000 reimbursement?

A. No, please refer to the NOSM Travel Reimbursement Policy. If you stay with 'friends or family', you can claim \$30/day (\$30\*28 days = \$840) to give as a gift to your family or friend. Learners must provide proof via written document submitted within the claim providing the family members name.

Q14. Why is this funding higher than the Resident Arranged Housing Option 2 Reimbursement normally?

A. This program is a direct impact of COVID19 and as such is resourced differently. Sole occupancy and higher stipends are not sustainable for NOSM as a publicly funded institution. This is subject to change of course depending on the conditions at the time.



From January 17 to May 08, 2022, all Housing Option 2 claims are to be directed through their respective programs - it is a different process than normal. Please refer to the COVID Housing Reimbursement Protocol for details.

Q15. If I use the reimbursement option either by choice or necessity, do I lose future privileges to use NOSM housing?

A. No. This is a temporary COVID measure and we will move back to using NOSM shared housing and offering alternative solutions like "Option 2" housing for eligible learners once the pandemic subsides. This is not a permanent switch.

Q16. If I already have opted for Housing Option 2 and find my own housing normally, am I eligible for the increased reimbursement maximum?

A. Yes, during the COVID pandemic period associated with this process (January 17 to May 08, 2022), you may submit up to the maximum \$3,000 amount as there may be increased costs or challenges associated with housing during this time.

Q17 (new). What if my placement is shorter or longer than the standard 4 weeks, what amount will I qualify for reimbursement?

A. If you are eligible for the reimbursement and your placement is shorter or longer than the 4 weeks, the amount will be pro-rated based on \$3,000 for 4 weeks.

- If your placement is 2 weeks in length, you are eligible for \$1,500
- If your placement is 6 weeks in length, you are eligible for \$4,500
- If your placement is 8 weeks in length, you are eligible for \$6,000 (please note that this should be claimed in 2 monthly installments as it is 2 four-week periods, if possible).