



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Susan Farrelly – Director of Human Resources  
**Date:** June 15, 2021  
**Subject:** Update on Redeployment of County Employees to Wellington Dufferin Guelph (WDG) Public Health for Vaccine Clinic Support

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### Background

In January 2021, Wellington Dufferin Guelph (WDG) Public Health identified a critical and immediate need for data entry assistance at the COVID-19 Vaccine Clinics. The County of Wellington responded, and quickly had over 60 employees offer to be redeployed to WDG Public Health to assist with data entry for the COVID-19 Vaccination roll-out.

Upon review of operational requirements and needs at that time, the County of Wellington put the names of 15 employees forward to WDG Public Health to assist on a full-time basis and an additional 10 names forward of employees who are available to assist on evenings and weekends, including County Councillor Steven O'Neill. The responsibility of the redeployed individuals is to assist with data entry of consent forms at various clinics and in Long Term Care and Retirement home sites, and other duties as required. The Government of Ontario has developed a software system called COVAX which requires real time populating with recipients' information. Having County staff take on the data entry will make the vaccination process much more efficient. The COVID-19 vaccine continues to be prioritized based on Ministry guidance until it is more broadly available in the Province.

### Update on Redeployment of County of Wellington Employees

Through attrition over the last several months, there are currently 12 Full-time County of Wellington employees who are redeployed fully and five Part-time County of Wellington employees who assist as available in the evenings or weekends. These individuals remain employees of the County and work alongside WDG Public Health. The work at the clinics has evolved over the months, and many of our redeployed staff members are training new WDG Public Health vaccine clinic administrative support staff. The employees redeployed from the County of Wellington were given a temporary contract of six months which is set to expire in July 2021.

We received a request from WDG Public Health for the County of Wellington to consider that the contracts of the redeployed individuals be extended to August 27, 2021. All of the currently redeployed individuals were contacted to find out if they wanted to return to the County of Wellington at the end of their current contract, or if they would like to have their redeployment extended until August 27, 2021.

As a result, 11 Full-time and all five Part-time County employees will continue to assist WDG Public Health until August 27, 2021.

More information on the COVID-19 Vaccine roll-out can be found at the following link:

[COVID-19 Vaccine Information for the Public | WDG Public Health](#)

**Recommendations:**

**THAT** the report titled “Update on Redeployment of County Employees to Wellington Dufferin Guelph (WDG) Public Health for Vaccine Clinic Support” be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Susan Farrelly', with a stylized, flowing script.

Susan Farrelly  
Director of Human Resources