

Process for Farmers outlined for Charter flights coordinated by FARMS

THE PROCESS

PRIORITY ACTION #1: COMPLETE AND SUBMIT YOUR PRE SCREENING CHECKLIST or CENTRALIZED FACILITIES SELF-ISOLATION PLAN

Attached is the *NS Guidance for Temporary Foreign Workers, Pre-Screening Checklist for Employer Self Isolation Facilities* AND *Centralized Facilities Self-Isolation Plan* as required by Nova Scotia Public Health. It contains your responsibilities as employers of temporary foreign workers. **NOTE: THE CHECKLIST AND PLAN HAVE BEEN UPDATED on April 17, 2020 SO BE SURE TO USE THIS VERSION OF THE DOCUMENTS.**

If Isolating workers on-Farm

- A. **Complete the *Pre-Screening Checklist for Employer Temporary Foreign Worker Self Isolation Facilities*.** A Best Practices guide is attached to guide you in completing the checklist. Being able to complete and adhere to all sections will indicate to Public Health you can successfully isolate your workers on your farm. Take photos as required to submit with your completed checklist. **One checklist per housing unit is required.**
- B. **Submit your checklist and required photos to Sara Bone at sbone@perennia.ca** The checklist will be reviewed by Perennia and forwarded to the Department of Labour and Public Health (Government) as necessary.

If Isolating workers at a Centralized Facility:

If you **cannot successfully self-isolate on farm**, Public Health is mandating that your workers need to be housed at an off-farm facility close to your farm.

- A. **Complete the *Centralized Facilities Self-Isolation Plan*.** A Best Practices guide is attached to guide you in completing the checklist. Being able to complete and adhere to all sections will indicate to Public Health you can successfully isolate your workers on your farm. Take photos as required to submit with your completed checklist. **One checklist required per centralized Isolation Facility (if more than one).**
- B. Submit your ***Centralized Facilities Self Isolation Plan*** and required photos to **Sara Bone at sbone@perennia.ca**. The checklist will be reviewed by Perennia and forwarded to the Department of Labour and Public Health (Government) as necessary.

To assist you, we have:

- determined various facilities that will house workers and they have meal options available. Costs range from \$100-\$200 per person per day depending on location.
- some facilities have security
- oversight will be required from you as the employer
- these arrangements would be at your cost and for you to coordinate directly with the facility
- please contact Rachael Cheverie at (902) 324-2178 or rachael.cheverie@novascotia.ca for facility and meal options and prices in your area

Periodic inspections of self-isolation facilities may also be conducted by the Department of Labour. Perennia will be in touch with you through the 14 day isolation timeframe as well to see how things are going.

PRIORITY ACTION #2: PREPARE FOR TRANSPORT AND AIRPORT PICKUP

BUS TRANSPORTATION

For those who need **bus transportation** for your workers from the airport, please contact **Sara Bone at Perennia at sbone@perennia.ca** ASAP to confirm your needs (number and names of workers) and the civic address where your workers will be isolating. The cost of the coordinated bus transportation will depend on the final route and number of stops – our estimates are approximately \$40 per person to either Valley or Truro areas. If outside these general areas, the costs could differ. Should your workers use the bus transportation, Perennia will bill you directly for this.

AIRPORT LOGISTICS

There will be dedicated parking for you to drop additional vehicles for your workers to drive themselves home and/or for your vehicles. **Final details of parking will be confirmed with you prior to the flight** – please watch your email for this information as the date of the flight approaches.

Perennia will have someone on site to help guide you if you have questions. Look for the Perennia logo near the Public Health inspector's table outside the Canada Border Services Area.

As charter flights have no in-service meals, FREE boxed meals will be available at the Perennia table (one free boxed meal per passenger).

Please have a list of the names of your workers with you at the airport in the event that Canada Border Services or others may need it.

CONTACTS FOR QUESTIONS

Recently, you may have been contacted by one of us, so if you have questions about the process, please contact the person you were speaking with recently or call any of us. We are all working diligently to ensure your workers get here as quickly and safely as possible. Our contacts are:

- Kyla Pierik at Perennia at 902-698-6873
- Carolyn Van Den Heuvel at the Nova Scotia Federation of Agriculture at 902-318-8977
- Rachael Cheverie at Nova Scotia Department of Agriculture at 902-324 2178

FINAL SUMMARY and TO DO LIST:

Please send the following to Sara Bone at Perennia (sbone@perennia.ca) to finalize details.

- **Confirm with Sara Bone at Perennia as soon as you have the following information:**
 - Your Business Name, key contact, cell number and email
 - Country of Origin for your workers
 - Flight # and Date of Arrival
 - Is this a Charter or Commercial flight (via another Canadian city)?

- Is this a flight coordinated by F.A.R.M.S. Yes or No
- Number of workers expected – and their names (to coordinate any transportation or airport logistics)
- Are you housing on farm or off farm?
- Civic address of self isolation facility (if more than one – include all)
- Do you require transportation from the airport for your workers?
- Civic Address of destination (if your workers are being transported by a Perennia coordinated Bus – if to more than one civic address, add details)
- Your **completed *Pre-Screening Checklist for Employer Temporary Foreign Worker Self isolation Facilities and required photos*** OR the ***Centralized Facilities Self Isolation Plan and required photos*** OR BOTH if you have workers who will be in each type of facility.

After we receive that information from you, we can finalize details to help ensure your workers arrive here and go through the required **14 day** self isolation in the best way possible for all involved. These are valued workers and we want them to be ready to go to work after the required isolation period.

Thanks for your help in getting the required documentation as soon as possible.

~ Perennia, NSFA and NSDA