



**DATE:** December 19, 2019 (**Revised Hours for Medical Clinics**)  
**TO:** All Staff  
**RE:** *Christmas / New Year's Holiday Schedule*

---

The following is a summary of hours of operation from December 23, 2019 through to January 3, 2020 inclusive to assist those working during this time period.

Administration	With the exception of stats, there will be one Rehab Clinical Manager and Nursing Clinical Manager on-site – Switchboard will be aware of individual availability.
Admitting	Switchboard will cover on stats and the weekend.
Audiology	Closed December 24 - 31; open regular hours from January 2 onward.
AAC	Closed December 24 - 31; open regular hours from January 2 onward.
Clinical Nutrition	Closed stats and December 27; reduced staffing December 24.
Coffee Shop <u>Lunch Service</u>	Closed stats December 25, 26 and January 1 in addition to regular weekend closures.
Coffee Shop <u>Volunteer Service</u>	Open December 25, 26 and January 1, from 1 – 3:30 p.m. Otherwise open regular hours.
Finance	Closed for stats, open Dec. 23, 24, 27, 30, 31 with reduced staffing.
Health Records	Closed stats Dec 25, 26 and Jan 1; open regular hours December 23, 24, 27, 30, 31, January 2, 3.
Human Resources	Closed stats; open regular hours Dec. 23, 24, 27, 30, 31, Jan 2, 3, with reduced staffing.
Housekeeping	Holiday staffing on December 25, 26 and January 1. Regular service all other days.
ICT	On-call coverage for December 25, 26 and January 1; otherwise regular hours.
Maintenance	One maintenance worker on stat days; regular service December. 23, 24, 27, 30, 31, January 2, 3.
Medical Clinic North	Closed for stats and Dec 24, 31; open Dec 23, 27, 30, January 2 & 3.
Medical Clinic South	Closed from December 23 to January 3 inclusive.
Occupational Health	Closed for stats; open regular hours December 23, 24, 27, 30, 31, January 2, 3.
Pastoral Care	Closed for stats. One chaplain working on December 23, 24, 27, 28, 30, 31, January 2, 3, 4. Sister Louise will be in for morning mass on December 25.
Pharmacy	Closed for stats only – December 25, 26 and January 1 - at which time a pharmacist will be on call from 9 a.m. to 9 p.m. <b>via the On-Call Manager.</b>
Inpatient PT, OT, SLP	Closed for Dec.25 & 26. Regular treatment on Dec. 23, 24, 27, 30, 31. Closed for January 1 and open January 2 onward with regular treatment. ** No Sunday treatment on Sundays, Dec. 22 and Dec. 29.
Outpatient PT, OT, SLP	Closed from December 23 to January 3 inclusive. Open January 6 onward. Carpentry Shop, Pool and Virtual Rehab closed from December 23 to January 3 inclusive.
Public Affairs & Communications	Closed stats and half days on Dec 24 & 31, closed December 27; otherwise open regular hours.
Foundation Office	Closed stats and half days on Dec 24 & 31, closed December 27; otherwise open regular hours.
Rehab & Wellness Centre	Closed for stats and Dec 24, 27, 30, 31; open regular hours from January 2 onward..
Social Work	Closed stats Dec 25, 26 and Jan 1; open regular hours December 23, 24, 27, 30, 31, January 2, 3.
Switchboard	Open regular hours 0800 – 2000 hours every day.
X-Ray	StL Diagnostic Imaging is closed December 25, 26 and January 1.

**Best Wishes for  
Happy Holidays!**