

Updated information from HR:

- **Employees who are ill** whether it be from COVID-19 or any other illness, would access the sick leave available to them and that they are entitled to in the normal manner. Employees continue to have the responsibility of reporting to their supervisor if they become ill. Upon being advised that an employee has reported that they are ill, the supervisor must relay this information to the Health and Wellness Consultant. The Health and Wellness Consultant will follow-up with employees who have been diagnosed with COVID-19 or any other illness requiring an extended absence from work to advise it will be necessary for them to present medical clearance from a recognized medical practitioner that they are healthy and able to safely return to the workplace.
- **Employees who departed for international travel prior to March 13, 2020**, are required to self-isolate for 14 days upon their return to Canada and can be directed to work from home or, if working from home is not a viable option, may, on a without prejudice or precedent basis, access sick leave benefits for dates of the self-isolation period that the employee would have been scheduled to work.
- **Employees who departed for international travel on or after March 13, 2020**, are required to self-isolate for 14 days upon their return to Canada and may be directed to work from home or, if working from home is not a viable option, may access vacation leave or discretionary leave for dates of the self-isolation period that the employee would have been scheduled to work. Taking the time as an unpaid leave is also an option.
- **Asking employees to provide travel information** is appropriate in order to manage the risk and/or reality of COVID-19 in the workplace. The information requested should be limited to basic information about employees' travel plans to confirm whether they have travelled internationally and the dates of any international travel. When requesting such information, it should be explained that the purpose of the request is to maintain the health and safety of the workplace.
- **Employees who have not travelled internationally and have been advised to self-isolate as per 8-1-1 (Health Line) or their primary medical practitioner**, can be directed to work from home or, if working from home is not a viable option, may, on a without prejudice or precedent basis, access sick leave benefits for dates of the self-isolation period that the employee would have been scheduled to work.
- **The on-line COVID-19 self-assessment tool was initially understood to have replaced 8-1-1 (Health Line). As per clarification received this morning, this is not the case.** The on-line self-assessment tool is meant to be used to assist with making a determination on whether to contact 8-1-1 or one's primary medical practitioner. For example, if the outcome of the self-assessment tool is to self-isolate, then 8-1-1 or a primary medical practitioner should be contacted.
- **Employees who have not been exposed to COVID-19 and make a personal choice to "isolate themselves" due to, for example, discomfort and anxiety about being at work due to pre-existing health issues**, may be permitted to work from home if that is a viable option. If working from home is not a viable option, consideration can be given to permitting them to access vacation leave or discretionary leave. Taking the time as an unpaid leave is also an option. Situations in which an

employee makes a personal choice to isolate should be reviewed on a case-by-case basis in consultation with your immediate supervisor and the Health and Wellness Consultant.

- **The new Absence Code “Quarantine/Self-Isolation” has been activated** and employees are required to use this code when logging an absence related to COVID-19. We are in the process of drafting a separate communication to be issued to all employees with information on this new absence code. Stay tuned.
- **WorkSafeBC requires all Employers to provide a safe and healthy workplace.** Supervisors have the duty to take reasonable and responsible steps to protect employees including sharing information on hazards and risks, how to mitigate those hazards and risks including handwashing and sanitizing, communicating the expectation that employees will follow the direction of public health officials, and training, assistance and supervision to ensure employees can safely perform their work.
- **At this time, it is unknown how employees will be paid after Spring Break,** however, it is expected we will receive further direction on this next week. If you should receive an inquiry from an employee on this matter, the appropriate response is to advise that it is unknown how employees will be paid and information will be shared as it becomes available. Please do not speculate or make any comments based on assumptions.

If you should have any questions, please contact your immediate Supervisor or your HR representative.