

Human Resources Bulletin: RE: COVID-19 STAFF FAQ March 18, 2020

TRAVEL:

Q: What if I have planned travel outside of Canada within the next few weeks?

A:

In light of the state of the COVID-19 Pandemic, the Government of Canada announced today that both Canada and the United States are restricting all non-essential travel. It was further announced that all Canadians should stay home.

Q: What if I wish to cancel pre-scheduled vacation because of the virus?

A:

- Staff will be able to cancel their pre-scheduled vacation.
- PRH is not responsible for any fees or losses associated with cancellation of a personal trip.
- Staff are encouraged to reach out to their credit card insurance and/or airline for possible reimbursement.
- Staff will keep the vacation hours not used.

Q: Will new vacation requests be granted?

A:

- Until further notice, vacation quotas will be lowered. Staff are encouraged to speak to their leaders if they have any exceptional circumstances.

EXPOSURE AND CODING:

Q: How will I be coded if I have confirmed or suspected COVID-19?

A:

- Staff required to self-isolate will be determined on a case-by-case basis, further to a review of all of their answers to the screen, in conjunction with Occupational Health, the Renfrew County District Health Unit, and in some cases, the Medical Officer of Health.
- Any staff directed to self-isolate by Occupational Health, will be required to self-isolate, regardless of their job status and should be coded "PAND", which is a paid sick leave code for all pre-scheduled shifts.
- This code does not affect the Attendance Support Program.

Q: What do I do about exposure in the workplace?

A:

- Staff must immediately contact OCCUPATIONAL HEALTH DEPARTMENT at **ext. 8200** for further instruction if they believe they've been exposed in the workplace and were **not wearing proper PPE.**

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Q: What if I am treating possible cases and want to be screened for my own safety?

A:

- Staff should always be using proper PPE which should prevent exposure. Routine testing of asymptomatic persons is not recommended unless directed by Public Health.

Q: Do I require a Medical Note for absences related to suspected/confirmed cases of the virus?

A:

- No. Staff must immediately notify Occupational Health and Safety upon becoming symptomatic with the virus.
- Staff must follow all Renfrew County District Health Unit protocols for screening and assessment prior to return to work.

Q: What if I believe I have been exposed to the virus, but I'm not symptomatic?

A:

- Staff who believe they are exposed to a confirmed or probable case of the virus should immediately self-isolate and visit the **Renfrew County District Health Unit's** website for further instruction. Staff are required to contact PRH's OCCUPATIONAL HEALTH DEPARTMENT at **ext. 8200**

SCHOOL CLOSURES AND CHILDCARE

Q: What if I cannot attend work due to the school closures?

A:

- Staff are encouraged to find alternative options for childcare and prepare for contingency measures. With a number of businesses and organization's temporarily closed due to the current situation, we strongly encourage staff to see if there are alternative childcare arrangements like high school students.
- Please contact HR if needed.

Q: Should I be traveling for non-essential work?

A:

- No. Staff should be encouraged to use "virtual" options for meetings, wherever possible. Any travel required for non-essential meeting must be approved in advance by your manager.

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More information on this can be found in the screening information provided to clinical units. Please also direct any questions or concerns from team members to the guidelines provided by the Government of Canada and resource sites linked here:

<https://www.rcdhu.com/>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

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