

COVID-19 Operations Procedures

Colleague Illness, Leave & Pay

Daily Prevention

Team Members are to monitor their symptoms daily. Check for any respiratory illness or any onset of fever, chills, cough, shortness of breath, sore throat or painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches and fatigue. Use the COVID-19 self-assessment tool at <https://bc.thrive.health/> to help determine if further assessment or testing for COVID-19 is needed. Team Members can contact 8-1-1 if further health advice is required.

If You Become Ill at Work

Team Members who develop the above symptoms are required to inform their immediate supervisor and return home immediately. Once the sick Team Member has left the building all surfaces and areas that they have encountered must be disinfected. The Team Member must be isolated for a period of 14 days from the start of symptoms or until instructed by the health authorities.

If you live with others, stay in a separate room or keep a 2-metre distance, if possible. If you must visit a health care professional, call ahead or tell them when you arrive that you have a respiratory illness.

If you were in the workplace while ill, public health authorities will engage in contact investigation and management. Contacts are identified and categorized based on the exposure risk level (high, medium or low/no risk). They will also conduct a variety of other procedures including facilitating laboratory testing, clinical treatment and management cases in a home setting. It is important for the employer and employees to follow the advice of the public health officials.

Who to inform

If you have a fever, cough or difficulty breathing while working, you should

- inform your immediate supervisor or MOD
- go home – wear a mask at all times
- follow the advice of the local public health authorities

If you are/were in the workplace and it is confirmed by a health care provider that you are/were infected with COVID-19, this would constitute a workplace hazard. As such, you have a duty to report this hazard to management. This information helps the employer and the Vancouver Coastal Health Authorities determine a time period when you were in the workplace before self-isolation and if other employees would have been exposed.

If you need to take time off because of COVID-19

Team Members are allowed to take a leave of absence for specific reasons. Most leaves covered by B.C. employment standards are unpaid, but a Team Member's job is protected while they're on one. In most cases, a Team Member doesn't need to be employed for a certain amount of time to take leave.

A Team Member can take unpaid, job-protected leave related to COVID-19 if they're unable to work for any of the following reasons:

- They have been diagnosed with COVID-19 and are following the instructions of a medical health officer or the advice of a doctor or nurse
- They are in quarantine or self-isolation and are acting in accordance with an order of the Provincial Health Officer, an order made under the Quarantine Act (Canada), guidelines from the BC Centre for Disease Control or guidelines from the Public Health Agency of Canada
- Their employer has directed them not to work due to concern about their exposure to others
- They need to provide care to their minor child or a dependent adult who is their child or former foster child for a reason related to COVID-19, including a school, daycare or similar facility closure
- They are outside of BC and unable to return to work due to travel or border restrictions

How do I get Paid?

The Government of Canada provides assistance while away from work due to COVID-19. The latest information and how to apply is located on the site

<https://www.canada.ca/en/services/benefits/covid19-emergency-benefits.html>