



THE CORPORATION OF THE TOWNSHIP OF TAY PERSONNEL POLICY MANUAL

SUBJECT: Personnel - Self-Isolation/ Isolation Sick Bank	EFFECTIVE DATE: March 25, 2020
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ALL FULL TIME AND CONTRACT EMPLOYEES:

The Corporation has set up a temporary self-isolation/isolation sick bank for all permanent, part-time and contract staff to cover the self-isolation and isolation period as a result of the COVID-19 pandemic.

Each sick day credit from this bank will be paid at 75% of an employee's regular gross wages for the hours they were scheduled to work that day. Each employee has 10 days available for their use under the terms and guidelines of this Policy.

Employees are able to top-up this amount to 100% of gross earnings using vacation earned to date or banked lieu time.

If an employee is eligible and receives wage replacement through any other programs (i.e. STD, EI, or other government wage assistance program) an employee cannot be paid more than 100% of their gross earnings. Any earnings paid by the Township that are subsequently paid by another agency, will be recouped on the next payroll cycle.

The self-isolation/isolation sick bank is available to employees who are required to stay home from work and self-isolate/isolate for the following reasons:

- An employee experiencing any or a combination of symptoms of COVID-19 (fever, persistent cough, difficulty breathing) who are not entitled to or not yet entitled to short term disability benefits.
- An employee who has been in close contact (see definition) with someone experiencing any or a combination of symptoms of COVID-19 (fever, persistent cough, difficulty breathing) or diagnosed with COVID-19.
- An employee who is required to stay home to care for a family member including a spouse, child, step-child, foster-child, parent, step-parent, foster-parent, grandparent, step-grandparent, grandchild, step-grandchild, spouse of your child, your brother or sister or a relative who is dependent on you for care or assistance, who has been directed by Public Health Authority to isolate or self-isolate due to COVID-19 related symptoms.



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- An employee who has travelled outside of Canada prior to March 17, 2020 and returned to Canada after March 3, 2020 is required to self-isolate for 14 days. The date of re-entry into Canada is to be recorded on the employee declaration form.
- An employee who is required to stay home and care for a dependent child, elementary school age or younger, who is your child, adopted child, child through marriage or common-law partnership, grandchild, or brother or sister through birth, when that child is required to self-isolate due to traveling outside of Canada prior to March 17, 2020 and returned to Canada after March 3, 2020. The date of re-entry into Canada is to be recorded on the employee declaration form.

An employee who is not experiencing symptoms and is in self-isolation, will be expected, when possible to make every effort to work from home and will be available during their regular work hours to attend to or assist with work related functions. The Township expects that employees will make available the use of existing personally owned and/or paid for computers, Internet services and telephone services.

For the purpose of this Policy, **close contact** is defined as a person who provided care for the patient including family members or other caregivers, or someone who had other similar close physical contact or who lived with or otherwise had close prolonged contact with a probable or confirmed case while that person was ill.

Employees who proceed with non-essential travel outside Canada as of March 17, 2020 will not be eligible for the Self-Isolation/Isolation Sick Bank and will be required to stay home for the 14 day isolation period. Employees will be able to use vacation time earned or lieu time for these absences. Employees travelling for essential travel shall consult with CAO prior to departure to confirm that the travel will be deemed essential.



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In order to be paid through the Self-isolation/Isolation Sick Bank, the employee must stay at home, monitor themselves and or the affected family member for symptoms and not have contact with others. The employee will be required to attest that they meet the eligibility of this policy and acknowledge the terms and consequences for the use of this sick bank.

Employees off work due to self-isolation or isolation must contact their Supervisor, Department Head or in their absence the C.A.O. or designate daily to update their status.

At the discretion of the CAO, this 10-day self-solation/isolation sick bank is renewable.

Employees should return to work 24 hours after the employee or someone the employee has been in close contact is no longer experiencing COVID-19 symptoms. However, no employee shall return to work without first receiving authorization to do so from their Supervisor, Department Head or in their absence the C.A.O.

In the event the employee or someone the employee has been in close contact with has been diagnosed with COVID-19, the employee is required to stay in self-isolation for at least the later of the 14-day isolation period from the onset of the symptoms or a diagnosed close contact being cleared.

Misuse of this policy or not following the recommendations of the Public Health Authority may lead to disciplinary action up to and including immediate dismissal.

Final interpretation on the execution of this policy will be the sole decision of the CAO.



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Confirmation of Illness Declaration Form

Please only complete this form if your absence is due to the novel coronavirus (COVID-19) symptoms.

1. Please confirm:

Date symptoms first appeared:
(dd/mm/yyyy)

First day absent from work:
(dd/mm/yyyy)

2. Please indicate that you or someone you have been in close contact with are experiencing any or a combination of the following symptoms:

- ☐ Fever
- ☐ Persistent cough
- ☐ Difficulty breathing (for example, struggling for each breath, cannot hold breath for more than 10 seconds)

☐ Other

3. Who experienced the symptoms?

- ☐ You
- ☐ Someone you have been in close contact with

4. What event(s) led to the potential exposure (e.g., travelled outside of Canada, exposed to someone who is diagnosed with COVID-19)?



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5. Do you feel that the symptoms that you have identified above are related to a COVID-19 illness?

6. Are you following Public Health recommendations to stay at home during the isolation/self-isolation period?

7. I understand that misrepresentation of any information provided in this declaration will be subject to disciplinary action, up to and including immediate dismissal.

In the event that I am approved for STD benefits or receive benefit from another government assistance program, I agree that all monies paid to me, from the Township of Tay, will be repaid through payroll deduction on the next payroll cycle.



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I certify that the statements in this form are true and complete.

Name:

Phone #:

Cell #:

Signature:

Date:

For more information on the novel coronavirus, go to the Public Health Agency of Canada's website at <https://www.canada.ca/en/public-health.html>