

DATE

The following was approved as an administrative Policy by the Chief Administrative Officer (CAO) on November 26, 2020 and **revised on December 11, 2020**.

PURPOSE

This policy establishes and governs the requirements set forth by the District of Lake Country (“District”) for managing illness and medical-related absence due to the COVID-19 Pandemic. This policy is temporary and is subject to change or cancellation at any time. This policy shall supersede any previous protocols related to illness management during the COVID-19 Pandemic. If provincial health authorities implement further restrictions that no longer align with the content herein, the provincial health authorities will supersede.

POLICY

1. SCOPE

1.1 COVID-19 has been declared a global pandemic and a Public health emergency in British Columbia. It is a virus that can cause respiratory illness and can lead to hospitalization and even death.

2. SYMPTOMS

2.1 There are several symptoms of COVID-19. It is also possible to be infected with COVID-19 and show no symptoms. Staff are encouraged to review the most up to date system information provided by going to <https://www.healthlinkbc.ca/symptoms-covid-19>

3. POLICY

- 3.1 The District will continue to follow regulatory requirements, provincial health orders and recommendations made by the offices of the BC Provincial Health Officer and BC Minister of Health for the duration of the COVID-19 pandemic. The District is committed to ensuring all appropriate policies and procedures are in place to minimize the risk of transmission to staff and the public.
- 3.2 Due to the unprecedented challenges the COVID-19 pandemic has posed on District operations and its staff, the District has developed a COVID-19 Illness Management Policy. The policy addresses what is required by staff when dealing with illness during the pandemic in order to maintain a healthy and safe work environment while providing essential services to our community.
- 3.3 The District has an expectation that all employees do their part to slow the spread of COVID-19 by following policy, protocols and procedures put in place for staff and public protection. Employees are expected to act with integrity for the sake of everyone’s health and safety.

4. ROLES AND RESPONSIBILITIES

4.1 Senior Leadership will:

- (a) Lead by example; and
- (b) Support policies, protocols and procedures of the Province and the District;
- (c) Ensure policies, protocols and procedures are communicated to staff.

4.2 Managers, Superintendents and Supervisors will:

- (d) Lead by example;
- (e) Review the policy with staff;
- (f) Regularly inquire after the health of staff when employees' call in sick;
- (g) Notify the HR & Safety Team when a staff member has reported COVID-19 related symptoms;
- (h) Send employees home if they report mild symptoms of COVID-19 (i.e. mild cough, runny nose, headache) or if they have been in close contact with someone who has a confirmed case of COVID19.
- (i) Ensure employees who display serious symptoms of COVID-19 while at work (i.e. vomiting, chills) are directed to call their doctor or 8-1-1 and be sent home. For emergencies (i.e. difficulty breathing, losing consciousness) call 9-1-1.

4.3 The HR & Safety Team will:

- (a) Call employees who have reported symptoms to their supervisors to confirm and review self-isolation protocols.
- (b) Provide the following to workers who are self-isolating:
 - (i) Self-isolation handout and explanation
 - (ii) 8-1-1 and Healthlink BC information
 - (iii) Testing information and requirements
- (c) Coordinate return to work with the employee and supervisor
- (d) Investigate any work-related illnesses as per WorkSafe BC regulation
- (e) Coordinate internal communications regarding COVID19 exposure in the workplace

4.4 Occupational First Aid Attendants (OFAA) will:

- (a) Follow the OFAA COVID19 safety protocols published by WorkSafe BC and provide care within the scope of their training
- (b) Wear appropriate PPE including gloves, mask, disposable gown or clothing (if required to make physical contact), and eye protection or face shield
- (c) If no critical interventions are required, conduct a patient assessment from a distance to determine if they have any symptoms
- (d) If the patient is not having difficulty breathing, provide patient with a mask and ask them to put it on
- (e) Assist patient from a safe distance wherever possible (minimum 2 meters/6 feet)
- (f) (Follow COVID19 OFAA protocols for cleaning and disinfecting before and after providing care
- (g) OFAAs should perform compression-only CPR during the COVID19 pandemic

5. PROCEDURE

- (a) All employees shall adhere to the following procedures:

5.1 Health Check

- (a) Employees must complete a daily health screen prior to entering the workplace. Supervisors must ensure workers are completing their screens daily.

5.2 Stay home

- (a) If you or someone in your household is sick with symptoms (even mild ones) or if you have been directed to self-isolate by a Public Health representative, medical doctor, or other authorized medical representative. This includes if your health screen determines that you should self-isolate and get tested.
- (b) If you are unsure if you should stay home, you can use the BC COVID19 Self-Assessment Tool: <https://bc.thrive.health/COVID19/en>, call your doctor, or call 8-1-1 (HealthLink BC) to get an assessment.

5.3 Report

- (a) Notify your Supervisor immediately if you have been directed to self-isolate by Public Health. Get tested as soon as possible if you develop any symptoms.

5.4 Self-isolation

- (a) Review the guidelines at http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation_dos_donts.pdf
- (b) Self-isolate if
- (i) you experience symptoms, or
 - (ii) have been in close contact with a household member with symptoms or with someone with a confirmed case of COVID-19, or
 - (iii) as stated in a Public Health order, or as directed by Public Health or a medical doctor.
 - (iv) Follow the directions of Public Health if a member of your household has been told to self-isolate due to an exposure incident at work, school or elsewhere. This may include staying home and self-isolating, self-monitoring, and/or if symptoms develop, getting tested.

5.5 Self-monitoring

- (a) Self-monitoring means you may have been exposed to COVID-19 but you are not currently experiencing any symptoms, so you must monitor your symptoms for 14 days. This does not necessarily mean that you have COVID-19, but you may be at risk for developing the disease and passing the infection on to others.
- (i) If you are contacted by interior health's contact tracing team, follow their instructions.
 - (ii) If you start to develop symptoms, even mild ones, self-isolate and get tested: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>.
- (b) If you have questions or are unsure, contact your health care provider, call 8-1-1, or complete the COVID-19 Self-Assessment tool by visiting bc.thrive.health.

5.6 Get tested

- (a) Have you or your household member get tested as soon as possible upon onset of symptoms. For up-to-date information on COVID-19 testing, visit: <https://news.interiorhealth.ca/news/testing-information/>

5.7 Positive test results

- (a) If you are diagnosed with COVID-19, Public Health will get in touch with you. You will be required to self-isolate for a minimum of 10 days from when your symptoms started. For more information, visit the BC [CDC's If you are Sick page](#).
- (b) You can also help by telling Public Health about the people you've spent time with. This process is called contact tracing and it is an important tool to help prevent COVID-19 from spreading in communities. Learn more on the BC [CDC's Contact tracing page](#).
- (c) Anyone who tests positive for COVID-19 must be recovered and receive clearance from Public Health prior to returning to work.

5.8 Negative test results

- (d) If you are ill and receive a negative test result, please stay home until symptoms have resolved.
- (e) If your household member receives a negative test result but is still ill, you may return to work as long as you do not have any symptoms.

6. SPECIAL CIRCUMSTANCES

6.1 The District recognizes that individuals may have unique needs that can pose additional risks and strain during the pandemic. While the District will continue to afford flexibility where possible to individuals that require accommodation, arrangements must be made in advance and approved by management.

6.2 This may include, but is not limited to:

- (a) Providing temporary remote work arrangements, where possible (see COVID-19 Remote Work Policy)
- (b) Providing flexible work arrangements
- (c) Moving work locations
- (d) Providing additional cleaning supplies and PPE
- (e) Providing other support and resources as applicable, and reasonable

7. COMMUNICATION

7.1 Public Health's contact tracing team will reach out to individuals who test positive to find out if there was workplace exposure.

7.2 The District will work with and provide information to Public Health's contact tracing team in confidence to help identify staff and members of the public who may have been in close contact with the confirmed case. The District maintains a contact list for all visitors at Municipal Hall.

7.3 Any employee testing positive for COVID-19 has a right to privacy under the law and staff will only be advised should contact tracing require this. At no time will other staff's health be put in jeopardy.

7.4 The District's Communications team will work with Senior Leadership and Council on public communications, as required.

8. WORK RELATED ILLNESS

8.1 WorkSafeBC has determined that when a worker contracts COVID-19 as a direct result of their employment, they are entitled to compensation from WorkSafeBC if the following conditions are met:

- (a) Evidence that the worker has contracted COVID-19, either:
 - (i) a medical diagnosis in a medical report, or
 - (ii) non-medical factual evidence where other evidence establishes the existence of COVID-19 (i.e. epi-linked by a Public Health team member).

AND

- (b) The nature of the worker's employment created a risk of contracting the disease significantly greater than the ordinary exposure risk of the public at large. Example: Acute care hospital worker who is treating patients who have been diagnosed with COVID-19. In these cases, they are greater risk than the general public of contracting the disease.

8.2 Claims submitted to WSBC for COVID-19 contracted through a work-related exposure are adjudicated on a case-by-case basis. WorkSafeBC will look at details such as whether the worker has a diagnosis of COVID-19, their symptoms, and their employment activities.

8.3 Employees are required to report all workplace illnesses to their employer. An Employer's Incident Investigation Report (EIIR) is required for work-related illnesses. Please contact the OHS Specialist for any COVID-19 work-related claims.

8.4 Workers can call: 1-888-WORKERS (1-888-967-5377) to submit a claim to WorkSafe BC.

9. COMPENSATION AND TIMECARDS

9.1 COVID-19 Leave

- (a) In response to the nature and severity of the illness, the District has established a temporary leave program for employees who test positive for COVID-19. Any regular full-time employee who tests positive, or who is instructed by public health to self-isolate due to an exposure incident (i.e. through contact tracing) is eligible for a one-time credit to their wellness leave bank (COVID-19 leave) for the lesser of 14 days or until they have recovered and are medically cleared to return to work. Any extended leave beyond the 14 days or subsequent occurrences will be for the employee to cover with their existing personal leave banks (i.e. wellness leave, vacation leave, etc.).
- (b) Information on other leave programs are available in the policy library and in the collective agreement.

9.2 Common Questions

- (a) The following table answers common questions regarding compensation and timecards but is not exhaustive. Additional inquiries related to COVID-19 absences and timecards may be directed to the HR & Safety Team.
- (b) The following table applies to all regular, full time employees. Casual, part-time, term and student employees receive a percentage of pay in-lieu of benefits and are therefore not eligible for COVID-19 pay. If employees are eligible, Earned Time Off (ETO) may be used. Please consult the collective agreement or speak to your Supervisor for more information.

SCENARIO	PAY TREATMENT
<ul style="list-style-type: none"> You are sick with symptoms of COVID-19 and are self-isolating awaiting a COVID-19 test/results, or You have received a negative test result but are still ill. 	Wellness leave for period of absence.
<ul style="list-style-type: none"> You have tested positive for COVID-19 or you have been contacted by Public Health (through contact tracing) due to exposure to a confirmed case of COVID-19; and you must self-isolate. 	<p>First 14 days is COVID-19 leave and anything after employees use wellness leave or other leave banks if no wellness leave available.</p> <p>For WorkSafe claims use wellness leave. For approved claims, wellness leave banks will be reimbursed by WorkSafeBC less any deductions.</p>
<ul style="list-style-type: none"> Your household member is sick with symptoms of COVID-19 and is waiting for a COVID-19 test/results. You have no symptoms, but you must self-isolate. 	<p>Wellness leave, vacation leave and other leave options (see HR).</p> <p>Working from home may be possible with supervisor's approval.</p>
<ul style="list-style-type: none"> You have returned from an out-of-country trip and are required to quarantine for 14 days. Note, all international travel must be pre-approved by your Department Director prior to leaving. See COVID-19 Travel Policy. 	<p>Vacation leave, unpaid leave (must be pre-approved by CAO).</p> <p>Working from home during the mandatory 14-day quarantine may be possible.</p> <p>See COVID-19 Travel Policy.</p>
<ul style="list-style-type: none"> You are ill with an unrelated illness and are unable to work. 	Wellness leave for the period of your illness.

Original signed by Alberto De Feo

Alberto De Feo, CAO

December 11, 2020

Date

Original signed by Sarah Goodwin

Sarah Goodwin, OH&S Specialist

December 11, 2020

Date