

# Memorandum

**To:** All City Employees

**From:** Nancy Coe, Human Resources Manager

**Date:** March 13, 2020

**Subject:** Covid-19 Update

---

The World Health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick. You will not be required to provide a doctor's note if you are ill or required to self-isolate.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

Effective today, anyone who chooses to travel outside of Canada will be asked to stay away from work for 14 days upon their return. Please contact your



supervisor in advance should you have intentions to leave the country. It is recommended that you also investigate your insurance options as insurance may now be invalid with the travel advisories in effect.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, and shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness or quarantine. Proof of illness will be waived by the employer as you should not go to your home clinic (call instead), emergency or any of the primary care facilities. Please note Insurers are working together to establish revised guidelines to their short-term disability claims requirements related to COVID-19, including streamlining proof of disability or illness. This situation is fluid, and may change as the COVID-19 situation evolves. If you do not have sick leave remaining in your bank then you will have the option of using vacation leave, banked time or unpaid leave during this time.

Employees who report to work ill will be sent home in accordance with these health guidelines.

Many of the City buildings have alcohol-based hand sanitizers in common areas so employees are urged to use them and point them out to members of the public. A reminder to use cleaning sprays and disinfectant wipes to clean and disinfect touched objects and surfaces such as telephones and keyboards.

For more in-depth information on coronavirus symptoms read through the link below.

<https://globalnews.ca/news/6640386/coronavirus-symptoms/>

Please contact the Human Resources department with any questions or concerns.

---