



## **COVID – 19 Policies and Procedures**

If you have symptoms of COVID-19 (fever, cough, and difficulty breathing), you should inform your manager, go home if in the office, and follow the advice of local public health authorities. Signs and symptoms include respiratory symptoms and include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome and sometimes death.

Under the Canada Labour Code, the employer (represented by the manager/supervisor) is responsible for the occupational health and safety of their employees. As such, the employer has an obligation to investigate, and report confirmed cases of COVID-19 in order to prevent the recurrence of exposure.

Standard recommendations to prevent the spread of COVID-19 include wearing a mask at all times, frequent cleaning of hands using alcohol-based hand rub or soap and water; covering the nose and mouth with a flexed elbow or disposable tissue when coughing and sneezing; and avoiding close contact with anyone that has a fever and cough.

*Please see the COVID – 19 Safety Plan*

## **Changes to Employment Standards Act**

### **Ontario COVID-19 Worker Income Protection Benefit extended to December 31, 2021**

On April 29, 2021, the Ontario COVID-19 Worker Income Benefit came into effect and the Employment Standards Act, 2000 (ESA) was amended. Employers are now required to provide eligible employees with up to three days of paid infectious disease emergency leave because of certain reasons related to COVID-19. Eligible employers must make their application for reimbursement to the Workplace Safety and Insurance Board within 120 days of the date the employer paid the employee, or by April 30, 2022, whichever is earlier. Paid infectious disease emergency leave was originally set to end September 25, 2021. It will now continue until December 31, 2021.

## **Temporary Employment Standard Act rules continue**

In response to the COVID-19 pandemic, the Ontario government made a regulation that changed certain Employment Standards Act (ESA) rules during the COVID-19 period. The temporary rules continue to be in effect until January 1, 2022. Learn more.

This means that the COVID-19 period ends on January 1, 2022, and non-unionized employees will no longer be deemed to be on infectious disease emergency leave by the regulation made by the government. However, if certain conditions are met, unionized and non-unionized employees may continue to be eligible for unpaid-infectious disease emergency leave if they are not performing the duties of their position for certain reasons related to COVID-19. Paid infectious disease emergency leave is available until December 31, 2021.

## **Emergency declaration terminated**

The emergency that was declared under the Emergency Management and Civil Protection Act because of COVID-19 on April 7, 2021 is over. During the declared emergency, an employee may have had a right under the Employment Standards Act, 2000 (ESA) to take declared emergency leave, which is an unpaid, job-protected leave of absence.

To learn more about Emergency Leaves relating to Covid – 19 please visit:

<https://covid-19.ontario.ca/public-health-measures#businesses-organizations-and-facilities>

## For positive COVID-19 cases

- **Self-isolate for 10 days**

If you received a positive COVID-19 result from a health care provider or through the provincial portal, you must **self-isolate for 10 days**.

**If you had symptoms** when you were tested or developed symptoms within one week after your test, self-isolate for 10 days from the time your symptoms developed. For example, if you developed a sore throat on Jan. 1, and you were tested on Jan. 3, you should remain in self-isolation until midnight on Jan. 11.

**If you did not have symptoms** when you were tested and did not develop symptoms within one week after your test, self-isolate for 10 days from the day you were tested.

It's best if you self-isolate away from any household members who are not fully vaccinated. A large proportion of household members will become sick if there's a COVID-19 case in the home. If you can self-isolate at another location away from the household, that is strongly recommended. Otherwise, self-isolate in a separate part of the house with a separate bathroom and bedroom if possible. Review the [self-isolation recommendations](#).

If you're a high-risk contact, you must **self-isolate for 10 days**. If you develop symptoms, your isolation will be extended from the date your symptoms began.

You will need to self-isolate from the time that you were last in close contact with the positive case. Someone who tests positive for COVID-19 will be infectious from 48 hours before, and for the 10 days following the onset of their symptoms. If someone who tests positive for COVID-19 doesn't have symptoms, they are considered infectious for 48 hours before testing.

For example, if you had dinner with someone on Jan. 1 who later called you and said they tested positive and developed symptoms on Jan. 3, you will need to self-isolate until midnight on Jan. 11.