

POLICY

**BOWEN ISLAND
Municipality**

Policy Drafted: March 23, 2020
Policy Adopted: March 23, 2020

Policy #20-01

Interim Employment Policy Coronavirus (COVID-19) Policy: March 23, 2020

Purpose

Recognizing the extenuating circumstances, Bowen Island Municipality (BIM) has implemented the following policy to address the current issues and concerns related to the pandemic. This policy may be amended or revoked as appropriate.

Symptoms of coronavirus/COVID-19

The symptoms are similar to other respiratory illnesses, including the common cold and the flu. They include coughing, sneezing, fever, sore throat and/or difficulty in breathing. One person with COVID-19 may only experience mild symptoms, while another may experience more serious symptoms. A person can be infectious without having symptoms.

Precautionary Measures for Good Hygiene

- Stay home if you have cold or flu like symptoms and avoid close contact with others.
- Leave work if you develop any of these symptoms and stay home until you are symptom free.
- Seek medical help if your respiratory symptoms worsen.
- When coughing or sneezing, shield coughs and sneezes with a tissue, elbow, or shoulder but not bare hands. Dispose of any tissues used as soon as possible and wash your hands afterwards.
- Wash hands often with soap and water for at least 20 seconds especially after using the washroom and when preparing food. As a second choice, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Regularly clean high-touch surfaces such as phones, electronics, and door handles.
- Avoid close contact with persons who are sick.

Responsibilities

Employers and employees have a **collective duty** to maintain a safe workplace. Employers have a statutory duty to protect employees from work-related hazards, including any infectious disease that may pose a risk to employees. Employees in turn have a statutory duty to protect their own health and safety and the health and safety of others in the workplace. This duty includes complying with the guidelines and directions provided by the various government authorities. Our collective obligation is to keep first the workplace and our communities safe. Employees are asked for their full cooperation.

Business Travel

In an effort to prevent the spread of illness, business travel shall be limited and will require written approval by senior management.

Other Travel

Travel abroad is not recommended for vacation or any other purpose. Before travel, employees are advised to consult the health authority sites and travel.gc.ca.

Steps on Return from Travel Outside of Canada

1. As per the BC Centre for Disease Control all non-essential travel outside of Canada is not recommended, including to United States.
2. BIM requires that anyone who chooses to travel outside of Canada stay away from work for 14 days upon their return to Canada. This is as per the Order of the Provincial Health Officer, issued on March 17, 2020.
3. If you develop cold or flu like symptoms during your travel abroad or upon your return, stay home until are symptom free.
4. Upon your return if you have developed symptoms, call the provincial [Public Health Authority](#) to inform them of the situation. They will advise on any steps you need to take. Please keep your Manager (or designate) informed.

Steps After Contact with a Person Who Has Contracted COVID-19

If you have had contact over the last 14 days with a person who has been diagnosed with COVID-19, you should advise BIM immediately. In response, health authorities and/or the provincial government will advise on the length of self-isolation.

Absences from Work

1. Employees who are absent from work because of cold or flu like symptoms will have access to sick leave plan.
2. Employees who are absent from work because they have returned from a country under a Level 3 travel advisory related to COVID-19 or because they have had contact with a person who has contracted COVID-19, and in any case must self-isolate, will be able to work remotely or have access to their sick leave – see Appendix A, Interim Travel and Pay Provisions.

3. Employees who are absent from work because they have returned from outside of Canada from a trip that began on or before March 12, 2020 or because they have had contact with a person who has contracted COVID-19, and in any case must self-isolate, will also have access to sick leave.

Employees who are absent from work because they have returned from outside of Canada from a trip that began after March 12, 2020 and because they must self-isolate will not have access to sick leave benefits, but will (where applicable) be able to draw their earned vacation and/or banked overtime until such time as they become sick.

Note: As of March 17, 2020, the Provincial Health Officer has issued an order that distinguishes between essential and non-essential workers with respect to the requirement to self-isolate following travel outside of Canada. "Essential workers" are those that are "considered critical to preserving life, health, public safety and basic societal functioning and who have been determined by the leadership of their organization, on an individual basis, to be critical to delivering these essential services." In the case of essential workers, BIM still require employees who have returned from travel outside the country to self-isolate for 14 days. However, BIM may require essential workers to report to work within the 14-day self-isolation period if such worker is necessary for the delivery of essential services, as determined by BIM.

4. For employees accessing sick leave as a result of the coronavirus whether actual symptoms, illness or self-isolation, the requirement to provide a medical certificate will be relaxed.
5. For employees who are confirmed as having COVID-19 and who have become ill in the course of or as a result of work duties, an application for WorkSafe benefits should be made. BIM will assist in preparing that document.
6. For an employee who does not have sick leave benefits, the time off work will be unpaid. **Please note, the Federal Government announced that the one-week waiting period for Employment Insurance benefits is being waived for employees who self-isolate due to COVID-19. Employees may be able to access EI sick benefits for the entire self-isolation period.**
7. BIM will address on an individualized basis any employee who does not have sick leave or other leave and does not qualify for EI benefits or any other government supported program.

Closure of Facilities

In the event that a facility needs to be closed, BIM will comply fully with the requirements of the employment policy and any other statutory notice and will explore appropriate options for reassignment.

Remote Work

Consideration will be given to remote work arrangements as appropriate. Please refer to the Remote Work Policy for details.

Updates

BIM will continue to provide current updates and will revisit this policy and amend it as events evolve.

Reporting

Employees are asked to contact Raj Hayre at hr@bimbc.ca (778) 984 4468 for any further questions about the issue or on becoming aware of any suspected exposure within the workplace. Everyone needs to take reasonable steps to prevent the risk of spread.

Resources

- [VCH public website](#)
- [Health Link BC](#)
- [BC CDC](#)
- [Fraser Health Authority](#)
- [Public Health Agency of Canada](#)

Attachments

1. APPENDIX A - Interim Travel Pay Provisions – COVID-19

Policy adopted by Council at its regular Council Meeting held March 23, 2020

(ORIGINAL SIGNED)

Gary Ander
Mayor

(ORIGINAL SIGNED)

Hope Dallas-Kerr
Corporate Officer

**APPENDIX A - Bowen Island Municipality
Interim Travel and Pay Provisions – COVID-19
Effective March 23, 2020 until further review**

**Regular Full Time, Regular Part Time,
and Temporary Full Time with Sick Leave**

3/16/2020

A	Scenario	Pay Treatment
A1	Any illness (including COVID-19).	Sick Leave
A2	Medically directed to self-isolate: <ul style="list-style-type: none"> no symptoms of illness. 	Regular Pay for duration of self-isolation (14 days).
A3	Medically directed to self-isolate: <ul style="list-style-type: none"> no symptoms initially but develop during period of isolation. 	Regular Pay until such point employee becomes ill, after which code as Sick Leave.
A4	Return from Out of Country travel prior to 4 pm March 12: <ul style="list-style-type: none"> no symptoms of illness 	Return to work – Regular Pay.
A5	Depart for Out of Country travel prior to 4pm March 12: <ul style="list-style-type: none"> On return to Canada, must isolate for 14 days. 	Regular Pay for duration of self- isolation (14 days).
A6	Depart for Out of Country travel prior to 4pm March 12: <ul style="list-style-type: none"> On return to Canada, must isolate; then, if develop symptoms during period of isolation 	Regular Pay until such point employee becomes ill, after which code as Sick Leave.
A7	Depart for Out of Country travel after 4pm March 12: <ul style="list-style-type: none"> Self-isolate for 14 days upon return. 	Vacation leave, banked time, unpaid leave.
A8	Depart for Out of Country travel after 4pm March 12: <ul style="list-style-type: none"> On return to Canada, must isolate; then, if develop symptoms during period of isolation. 	Vacation leave, banked time, unpaid leave, until such point employee becomes ill, after which Sick Leave.

Auxiliary; and Temp Full Time Employees who receive % in lieu of sick time

B	Scenario	Pay Treatment
B1	Any non-flu related illness	No paid time.
B2	Any flu related illness (including COVID-19).	Regular Pay for any shifts already scheduled during duration of self- isolation (14 days).
B3	Medically directed to self-isolate: <ul style="list-style-type: none"> no symptoms of illness 	Regular Pay for any shifts already scheduled during duration of self- isolation (14 days).
B4	Medically directed to self-isolate: <ul style="list-style-type: none"> no symptoms initially but develop during period of isolation 	Regular Pay for any shifts already scheduled during duration of self-isolation (14 days).
B5	Return from Out of Country travel prior to 4pm March 12: <ul style="list-style-type: none"> No symptoms of illness. 	Return to work - Regular Pay.
B6	Depart for Out of Country travel prior to 4pm March 12: <ul style="list-style-type: none"> On return to Canada, must isolate for 14 days 	Regular Pay for shifts already scheduled during duration of self-isolation (14 days).
B7	Depart for Out of Country travel prior to 4pm March 12: <ul style="list-style-type: none"> On return to Canada, must isolate; then if develop symptoms during period of isolation. 	Regular Pay for shifts already scheduled during duration of self-isolation (14 days).
B8	Depart for Out of Country travel after 4pm March 12: <ul style="list-style-type: none"> Self-isolate for 14 days upon return. 	No paid time.
B9	Depart for Out of Country travel after 4 pm March 12: <ul style="list-style-type: none"> On return to Canada, must isolate; then, if develop symptoms during period of isolation. 	No paid time.