	City of Wetaskiwin Administrative Procedures:	RESPONDING TO POSSIBLE OR CONFIRMED CASES OF COVID- 19
Directive # HR-014	Initial Release: May 5, 2020	Revised Date: August 27, 2020

PURPOSE

The purpose of this procedure is to ensure a quick response to minimize the risk of the COVID-19 spreading within the City of Wetaskiwin.

DEFINITIONS

AHS – Alberta Health Services.

City Manager – Chief Administrative Officer; can also be referenced as City Manager.

Close Contact or Primary Contact– a person that has been within 2 meters for at least 15 minutes with a person suspected or confirmed of having COVID-19.

COVID-19 – a mild to severe respiratory illness that is caused by a coronavirus. It is thought to be transmitted chiefly by contact with infectious material such as respiratory droplets or with objects or surfaces contaminated with the virus.

COVID-19 Symptoms – Common symptoms include cough, runny nose, fever, shortness of breath, and sore throat that are not related to a preexisting illness or condition.

DEM – Director, Emergency Management – a person appointed by a community/ municipality to lead its emergency management activities.

EOC – Emergency Operations Centre, an organized group convened to facilitate the activities required to ensure the safety of City citizens during an emergency.

Leadership – a term that refers to all levels of management that are responsible for controlling and directing staff. Titles include but are not limited to: team leader; operator in charge; coordinator; captain; sergeant; deputy chief; chief; supervisor; manager; general manager; and city manager.

OHS – Alberta Occupational Health and Safety.

Pandemic – an outbreak of a disease over a whole country, continent, or the world.

Secondary Contact – a person that has been in close contact with a primary contact of a person suspected or confirmed of having COVID-19.

Self-Isolate – the legislated requirement to stay at home when you have a symptom of COVID-19 or are a primary contact of a confirmed COVID-19 case. If you are in mandatory isolation:

- Stay home – do not leave your home or attend work, school, social events or any other public gatherings.
- Avoid close contact with people in your household, especially seniors

- and people with chronic conditions or compromised immune systems.
- You are prohibited from taking public transportation like buses, taxis or ride-sharing.
- Do not go outside for a walk through your neighbourhood or park. This includes children in mandatory isolation.
- You can get fresh air in your backyard, if you have one, but you must remain on private property not accessible by others.
- If you live in an apartment building or high-rise, you must stay inside and cannot use the elevators or stairwells to go outside. If your balcony is private and at least 2 metres away from your closest neighbour's, you may go outside on the balcony.

Symptomatic – showing common symptoms of COVID-19 which includes: cough, runny nose, fever, shortness of breath, and sore throat.

The City – The City of Wetaskiwin.

RESPONSIBILITIES

1. Chief Administrative Officer shall:
 - a. Determine the duration for the directive to be in effect,
 - b. Direct leadership actions resulting from employee non-compliance,
 - c. Formally communicate the intent, terms, and conditions of this directive to all employees.
2. Leadership shall:
 - a. Review and abide by the conditions of this directive,
 - b. Monitor the participation of their employees in Daily Self Health Check Assessments,
 - c. Initiate the response to actual or potential employee COVID-19 exposure.
3. Human Resources shall:
 - a. Provide guidance and review the accuracy of this directive to current Alberta Health Services Guidelines and industry best practices.
 - b. Act as liaison between leadership and employees regarding actions required.
4. Employees shall:
 - a. During the COVID -19 pandemic period, employees reporting, or exhibiting, any COVID-19 symptoms (not related to a pre-existing health condition) **shall not** report to work or **shall** remove themselves from work, self-isolate and are recommended to call 811 for assistance.
 - b. Shall participate in daily Self Health Check Assessments.
 - c. Report to their supervisor any co-workers exhibiting COVID-19 like symptoms.
 - d. Follow the direction provided by, and cooperate with Alberta health Services, leadership and Human Resources.

PROCEDURES and STANDARDS

1. Employees exhibiting COVID-19 related symptoms (not related to a pre-existing illness or health condition) shall:
 - a. Employees shall immediately self-isolate. Do not report to work. If at work, leave immediately following proper distancing and mask wearing protocols.

If transportation is required, arrangements other than public transportation are to be made.

- i. The employee is **legally required** to self-isolate for **10 days** from the onset of symptoms, or until the symptoms resolve (whichever is greater). See #3 and #4 for more instruction.
 - b. The employee is advised to contact AHS either by calling 811 or by completing the Self-Assessment Tool found at <https://albertahealthservices.ca/topics/Page16944.aspx>.
 - c. Report any absences to your supervisor or HR.
 - d. Identify and report to your supervisor or HR any potential close contacts at work and what locations you were at. The supervisor shall assist in this identification process.
2. Employees that have a member of their household exhibiting COVID-19 related symptoms:
 - a. If a member of an employee's household is exhibiting COVID-19 related symptoms (not related to a pre-existing health condition), the employee shall not report to work as they would be considered a close contact to the symptomatic individual (see #5. Below).
 - b. The employee's return to work will be considered if they are showing **no symptoms** and either:
 - i. upon the notification of your household member's negative COVID-19 test, **or**,
 - ii. after isolating a minimum 14 days from the onset of your household member's symptoms that was confirmed positive for COVID-19.
 - c. If the employee becomes symptomatic during this isolation period, they must isolate for an additional 10 days from the onset of their symptoms and are advised to get Covid-19 test.
 - i. If the COVID-19 test is negative – see #4 below.
 - ii. If the COVID-19 test is positive – see #3 below.
3. Specific response to Employees tested positive for COVID-19:
 - a. Initial response as per #1 above.
 - b. The supervisor must provide a list of the potential close contacts of the employee of having COVID-19 to HR. This list may also be provided to AHS and/or OHS for contact tracing purposes.
 - c. The Supervisor or HR will initiate isolation protocols for individuals identified as being in close contact. (See #5. below)
 - d. AHS will contact the supervisor or Human Resources for further direction and instruction. (Note: this could be initiated by Human Resources or the Supervisor if so desired.)
 - e. HR must be notified by the employee or the supervisor of any direction given by AHS.
 - i. The City may need to be prepared for departmental wide employee isolation protocol.
 - ii. The City may need to be prepared for temporary facility closure.
 - f. It is important for the reporting employee's supervisor to re-evaluate the

workplace, including the preventative measures to determine if control measure changes are required.

- g. Those diagnosed with COVID-19 or are returning after being symptomatic will be allowed to return to work after **10** calendar days from the onset of symptoms or after symptoms subside, whichever is longer.
 - h. Communications concerning COVID-19 cases incidents will be addressed through HR, Chief Administration Officer or, in some emergency situations, the EOC. (Communications may need to include City employees, the public, City Council, etc.)
4. Specific response to employees with COVID-19 like symptoms but tested negative for COVID-19:
- a. If the employee had a known close contact to a person confirmed of having COVID-19, the employee will be **legally required** to self-isolate for **14-days** or until symptoms subside; whichever is longer. (see #5. Below)
 - b. If the employee had no known close contact with a person confirmed of having COVID-19, the employee may return to work but must wait until their symptoms subside.
5. Employees that are a close contact to a confirmed COVID-19 case(s):
- a. Employees are **legally required** to self-isolate and not return to work for **14 days**.
 - b. Isolation day count starts at **2 days prior** to confirmation of the confirmed COVID-19 case.
 - c. These employees are advised to take a COVID-19 test.
 - d. If the employee develops symptoms, they are required to isolate for an additional 10 days from the onset of symptoms or until they are feeling well, whichever is longer.
6. Specific Responses to employees that were secondary contacts to confirmed COVID-19 cases:
- a. Employees may continue to work observing established protocols for wearing PPE, physical distancing, hand washing, etc.
7. Compensation during absences related to COVID-19:
- a. Wherever possible and reasonable, the City will provide the option to work from home for those employees that are well enough to continue working while in self-isolation.
 - b. If an employee is not well enough or working from home options are not possible:
 - i. Fulltime- Permanent (with benefits) employees will have access to paid sick time and short-term disability in line with our Leaves and Absenteeism Policy. This City has waived the requirement for a doctor's note to access short-term disability that is related to COVID-19. If you have no sick and short-term disability benefits left, you can use your overtime and vacation bank. Once all your bank time has been exhausted, the employee will be provided a job protected leave without pay.

- ii. Part-time/Term employees will be provided job protected leave without pay.
 - Canada employment insurance is providing sick leave benefits to those eligible and is now available without the 1-week waiting period. Contact your local Service Canada office or visit servicecanada.gc.ca.

8. Confidentiality

- a. The identity and information provided by employees reporting symptoms or positive tests associated with COVID-19, as well as those in close contact, shall be kept confidential with the information provided/retained only by those requiring it and where necessary to identify close contacts.



APPLICABLE REFERENCES

Alberta Health Services Order 05-2020

Alberta Health Services website: <https://albertahealthservices.ca/>

Public Health Agency of Canada web-site: <https://www.canada.ca/en/public-health.html>

Non-Healthcare Workplace Guidance During COVID-19, Updated April 3, 2020 (Alberta Health Services)

Approved By:		Responsible:	
	August 27, 2020		August 27, 2020
City Manager	Date	Director/Manager	Date