



JOINT COMMUNICATION MEMO

Human Resources Department and Pandemic Task Force

2020-12-08

MEMO: Update to Sick Leave/Vacation Update re COVID-19

TO: All AU OSSTF Staff Members

CC: OSSTF President, ALT

FR: Brianne Pringle, Director Pandemic Planning/COVID 19

This memo will provide updates to sick leave, vacation and quarantine periods for international travel.

UPDATE TO SICK PRACTICES

In addition to the practices already in place for sick via the collective agreement and outlined in the June 23, 2020 [memo](#), employees will:

1. Notify their management officer immediately after failing the health screening tool, to work through next steps.
2. Follow local public health and personal doctor's directions regarding testing and if tested, can not return to campus without a negative test and be 24 hours symptom free.
3. During your testing period (the time you are notified to take the test until test results are in) and if a test is positive, you will be paid via quarantine pay (Article 14.02).
4. If a test is not required per direction of public health or personal doctor, an employee cannot return to campus until they are 24 hours symptom free or a doctor has provided approved clearance to return.

As a reminder:

Employees will be asked to stay home if they are feeling unwell.

- If you are unfit to work, you should not be working, stay home, rest and get well.

- Employees who have the ability to work from home and feel that they can continue working (ie simple head cold), will have the option to do so. Please work directly with your immediate supervisor.
- Those employees who do not have the option to work from home will be required to use sick time. If 100% sick time is exhausted, employees will be able to top-up with overtime/lieu time/vacation as needed once they hit 70% sick time.

UNIVERSITY RELATED TRAVEL

At this time, all Algoma University travel continues to remain suspended, unless prior approval from the President. No employees should be booking University related travel until notice is provided that the travel ban has been eased or lifted completely.

PUBLIC HEALTH DIRECTION ON TRAVEL

As the holiday season approaches, please pay close attention to travel advisories from the Canadian, provincial and local public health.

Canadian Government:

At this time, the Government of Canada is advising all Canadians to avoid non-essential travel outside Canada until further notice, and to avoid all cruise ship travel outside Canada until further notice. Border restrictions are still in place at the Canada-U.S. border; crossing the Canada-U.S. border for discretionary purposes, including tourism, recreation, and entertainment, is not permitted.

Travelers returning from International travel, are required to self-isolate for 14 days upon re-entry to the country.

Algoma Public Health:

Stay local and travel to domestic destinations, if required.

If you have recently been in close contact with other people in a setting known to be experiencing an outbreak of COVID-19, whether in an Algoma community, or another Ontario or Canadian community, Algoma Public Health also recommends that you stay home for 14 days. Although this is not required under the law, it is an additional recommendation to help prevent spread of the virus in our communities.

A current list of Ontario public health units with high or very high COVID-19 community transmission (orange, red or grey/lockdown) can be found [here](#).

Peel Public Health:

Stay local.

As the spread of COVID-19 continues in Peel, it's strongly recommended that you only have close contact with your immediate household and essential supports (such as caregivers). Avoid visiting other households or allowing visitors into your home or yard, except for emergency reasons. Limit in-person activities outside the home to essential activities only. This includes work, school, exercise, access to health care, and to purchase food or drink, gas and car maintenance.

Porcupine Public Health:

The safest option is to stay close to home and limit non-essential travel. The health unit recommends that you stay within Northern Ontario. Travel within Canada is not restricted at this time; however, since cases are increasing in other parts of the province, let's work together to limit the possibility of bringing COVID-19 into our communities.

PERSONAL TRAVEL

Should an OSSTF staff member choose to travel internationally, at this time, they will be required to self isolate for 14 days, prior to coming back to campus. For employees who have the ability to work from home, your request will not be unreasonably denied and you will work with your management officer to determine if you can work from home during the isolation period.

For employees who cannot work from home, you will be required to take vacation (or other applicable leave) time, or take unpaid time, to cover your 14 day isolation period.

We thank everyone for their flexibility and understanding as we continue to work through these unprecedented times. We want to ensure that we are making the best decisions for our employees with health, safety and wellbeing at the forefront of all of such decisions.

If you need additional support during this time please call:

The Employee and Family Assistance Program toll-free 24 hours a day, seven days a week for immediate, confidential help at 1-877-630-6701/TTY: 1-877-371-9978.

RETURN TO CAMPUS TRAINING

Prior to access being granted to return to campus, all **employees** must participate in Return to Campus (RTC) Training. To sign up for a training session, please contact brianne.pringle@algomau.ca.

COVID-19 RELATED UPDATES

For ongoing updates, please visit the www.algomau.ca website dedicated [COVID-19 page](#).

Thunderbirds protecting Thunderbirds, Thunderbirds protecting Community.

