

STAY AWAY FROM WORK PREMISES POLICY FOR TRAVELERS AND THOSE WITH COVID-19 SYMPTOMS

HFAFHT and the Markham Family Medicine Teaching Unit are committed to providing a safe work environment and taking all reasonable precautions and other prescribed steps required by health and safety or other legislation to protect our employees.

This policy sets out our guidelines regarding mandatory stay away from work premises requirements for employees who:

- a. Were or are travelling outside Canada at any time on or after March 2, 2020
- b. Exhibit symptoms of COVID 19
- c. Reside with people who:
 - were or are travelling outside Canada at any time on or after March 2, 2020
 - exhibit symptoms of COVID 19

This policy is based on the most current available medical or public health information including mode of transmission, virulence, incubation period and period of infectivity, transmission risk and prognosis for recovery, among other things. This policy will be updated regularly as required by changes in the available information about COVID-19. For further updates on this issue, please contact the [Public Health Agency of Canada](#).

Employees required to stay away from work premises

1. Employees are required to stay away from work premises for a period of 14 days, if they:
 - a) travelled outside Canada on or after March 2, 2020
 - b) exhibit symptoms of COVID-19; specifically, fever, cough, difficulty breathing reside with people who:
 - were or are travelling outside Canada at any time on or after March 2, 2020
 - exhibit symptoms of COVID 19

Please note the 14-day period may be reduced if the employee is residing with someone who has self-isolated and the employee was not in contact with this person at the beginning of the period of self-isolation. For example, the person was in self-isolation for 10 days before the employee began residing with the person. In such cases, the Executive Director may decide to shorten the period away from work premises depending on the circumstances, and specifically, whether the person exhibited any symptoms of COVID-19.

2. It is our expectation that employees who are required to stay away from work premises under this policy will follow the directives of the [Canadian Public Health Agency](#), which currently are as follows:

- a) self-isolate for a period of 14 days. This means:
 - stay at home and keep your distance from others
 - do not have visitors, especially older adults, or those with medical conditions, who are at a higher risk of developing serious illness
- b) employees who develop a fever, cough or difficulty breathing at any time should immediately separate yourself from others and call a health professional or the [Ontario Public Health Authority](#) at 1-866-797-000

Please check the [Canadian Public Health Agency](#) for updates on these directives.

Paid vs unpaid Leave for the 14-day period

3. We will try to arrange for employees required to stay away from work premises, under this policy, to work from home (and be paid accordingly).
4. Where working from home is not operationally feasible, employees who are required to stay away from work premises under this policy, may
 - a) Use paid sick leave under the Sick Leave Policy if they are experiencing COVID-19 symptoms or reside with someone experiencing COVID-19 symptoms
 - b) use lieu time or vacation time. This applies to any employees who has to stay away from the work premises under this policy for any reason.
 - c) apply for short term disability benefits but only if the employee is experiencing COVID-19 symptoms. This cannot be used if the employee is not sick. Benefit approval is determined exclusively by the insurance company and any dispute is between the employee and the insurance company.
 - d) apply for [EI benefits](#). This applies to any employees who have to stay home under this policy, for any reason.
 - The Canadian Government has announced that employees required to self-quarantine by their employer (for travel or other reasons) will be entitled to employment insurance benefits immediately
 - There will be no waiting period
 - EI sick benefits are also available to employees who are off work sick for any reason
 - People claiming EI benefits due to employer-imposed stay away from work premises (such as under this policy), will not be required to provide a medical certificate
 - We will provide employees with the necessary documentation to obtain benefits if they are required to stay away from work premises under this policy.
 - The following link provides information and contact information for employees applying for such EI benefits - <https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>

Return to work at the end of the 14-day period (or shorter period, if applicable)

- a) Employees required to stay away from work premises under this policy must contact the Executive Director at the end of the 14-day period and before returning to work
- b) The Executive Director retains the discretion to extend the period away from work in appropriate circumstances, such as where the person with whom the employee resides, begins to show symptoms at the end of the 14-day period.
- c) Employees who had COVID-19 symptoms must produce medical documentation satisfactory to the Executive Director before returning to work.

This policy is effective immediately. It will be updated as needed as new information becomes available. This is a new reality for all of us. This policy requires a degree of flexibility to adapt to changing circumstances. We will interpret this policy in a fair and reasonable manner, while we try to balance the interests of all our employees and our patients. We thank you for your cooperation as we work to keep our colleagues and patients safe and do our part to contain this virus.