



THE RURAL MUNICIPALITY OF LAC DU BONNET

POLICY & PROCEDURES MANUAL

<i>Reference</i>	Human Resources	<i>Classification</i>	Policy
<i>Subject</i>	COVID-19 Workplace Absence	<i>Pages</i>	6
<i>Authority</i>	Council Rural Municipality of Lac du Bonnet	<i>Effective Date</i>	January 25, 2022
<i>Approved</i>	Resolution No. 2022 0047	<i>Index</i>	

1.0 Purpose and Objective:

The Rural Municipality of Lac du Bonnet is committed to the health, safety and wellbeing of the public, municipal employees, and Council. The COVID-19 pandemic has required municipalities to implement strict protocols to minimize the potential of virus transmission. This policy addresses the requirements and processes for employees who may potentially have or have come into contact with an individual with a confirmed case of COVID-19.

2.0 Policy:

The Rural Municipality of Lac du Bonnet Council wishes to adopt a policy for managing workplace absences and compensation related to COVID-19.

3.0 Definitions:

Isolation being the period of time in which individuals who have tested positive for COVID-19, or have symptoms of COVID-19, are required to stay away from others to limit further spread.

Self-isolation, or quarantine, being the period of time in which individuals who may have been exposed to COVID-19 are required to stay away from others to limit further spread. This includes close contacts, as well as people who have travelled and may have been exposed through travel.

Close contact being people who have shared space with a positive case during their period of communicability. Specifically, these are people within two meters/six feet of a case for a total of 10 minutes over a 24-hour period. This includes household members of the case.

4.0 Illness reporting and requirement for COVID-19 testing:

- 4.1 An employee who experiences any one (1) of the symptoms listed in column A of "Schedule A" OR any two (2) of the symptoms listed in column B of "Schedule A", must;
- a) immediately report their illness to the Chief Administrative Officer, or designate, and;
 - b) must not attend the workplace, and;
 - a) should immediately isolate and be tested for COVID-19 by either a Polymerase Chain Reaction (PCR) test if eligible under Provincial guidelines or a Rapid Antigen Test (RAT).
- 4.2 An employee who **tests positive** for COVID-19 either with a PCR test or RAT must;
- a) Immediately report their illness to the Chief Administrative Officer, or designate, and;
 - b) Complete the required isolation period before returning to the workplace, as per current Manitoba Public Health Orders and Guidelines.
- 4.4 An employee who tests **negative for COVID-19** may return to work and must:
- a) Provide a copy of the negative test result to the Chief Administrative Officer or designate.
- 4.5 An employee who has been notified that they have come into direct contact with an individual who has **demonstrated** any one (1) of the symptoms listed in column A of "Schedule A" or any two (2) of the symptoms listed in column B of "Schedule A", must;
- a) immediately report the contact to the Chief Administrative Officer, or designate, and;
 - b) must self-monitor for symptoms of COVID-19 for 14 days, and;
 - c) may report to work if showing no symptoms, or;
 - d) any employee **who develops** COVID-19 symptoms while self-monitoring, should test for COVID-19, and **if positive**, must complete the required isolation period before returning to the workplace, as per current Manitoba Public Health Orders and Guidelines.

- 4.6 An employee who has come into direct contact with anyone who has **tested positive** for COVID-19 must;
- a) immediately report the contact to the Chief Administrative Officer, or designate, and;
 - b) **if the employee is vaccinated** and showing no symptoms, **they are exempt** from self-isolation requirements as per current Manitoba Public Health Orders and Guidelines. **They should self-monitor for symptoms of COVID-19 for 14 days.**
 - c) **if the employee is not vaccinated**, they must self-isolate as per the current Manitoba Public Health Orders and Guidelines.
 - d) any employee who has symptoms, or symptoms develop during self-monitoring, should test for COVID-19 and, **if positive**, must complete the required isolation period before returning to the workplace, as per current Manitoba Public Health Orders and Guidelines.

5.0 Compensation:

- 5.1 An employee who is **required** to be tested for COVID-19 under the conditions listed in Paragraph 4.1 shall;
- a) not attend the workplace until they have completed the period of isolation required under current Manitoba Public Health Orders and Guidelines, **or can provide proof of a negative test result**, and;
 - b) shall be entitled to one (1) additional day of paid sick leave, beginning the day of their test for COVID-19.
- 5.2 An employee who can produce a negative COVID-19 test result;
- a) may return to work, or;
 - b) may choose to utilize sick leave accumulated under the current workplace Collective Agreement.
- 5.3 An employee who tests positive for COVID-19 and is placed on sick leave for the duration of the period of isolation required under Provincial Health Orders and Guidelines;
- a) may utilize sick leave accumulated under the current workplace Collective Agreement, or;
 - b) may utilize unpaid sick leave if they have depleted their accumulated sick leave bank and may also apply for compensation from the federal government of Canada from any COVID-19 relief programs that may exist.

5.4 An employee who is required to care for an individual who has symptoms or confirmation of COVID-19 infection, may be placed on sick leave for the duration of the period of care required under Manitoba Public Health Orders and Guideline, and;

- a) may utilize sick leave accumulated under the current workplace Collective Agreement, or;
- b) may utilize unpaid sick leave if they have depleted their accumulated sick leave bank and may also apply for compensation from the federal government of Canada from any COVID-19 relief programs that may exist.

6.0 Reporting Requirements and Return to the Workplace:

6.1 Any employee utilizing paid or unpaid sick leave, for themselves or the care of others, will not be required to provide the employer with a medical certification to confirm illness for absences longer than two (2) days, as is currently required under the current workplace Collective Agreement.

6.2 No employee who experiences any one (1) of the symptoms listed in column A of "Schedule A" or any two (2) of the symptoms listed in column B of "Schedule A", may attend the workplace until they;

- a) provide a negative testresult for COVID-19 to the employer, or;
- b) **if positive**, by completing the required isolation period, as per current Manitoba Public HealthOrders and Guidelines.

6.3 No employee who has been the caregiver for an individual with COVID-19, may return to the workplace until;

- a) the individual in their care has completed their required isolation period as per Manitoba Public Health Orders and Guidelines.


7.0 Travel Related Reporting Requirements and Return to the Workplace

7.1 An employee who travels out-of-province for non-employment-related purposes must;

- a) self-isolate upon return to Manitoba, **unless exempt** from self-isolation under the Provincial Public Health Orders, and;
- b) may use additional vacation time and/or sick leave accumulated under the current workplace Collective Agreement to cover the isolation period, or;
- c) apply for compensation from the federal government of Canada from any COVID-19 relief programs that may exist.

Attachments:

Schedule A- COVID-19 Symptoms and Testing



Reeve



Deputy Chief Administrative Officer

SCHEDULE A

COVID 19 SYMPTOMS AND TESTING

The Province of Manitoba advises that if you have **ONE** symptom listed in **COLUMN A**, or **TWO** symptoms listed in **COLUMN B** — no matter how mild — you should immediately self-isolate and get a COVID test.

Testing should be done as soon as possible once symptoms appear.

You should still be tested even if your symptoms are very mild or if they start to improve after 24 hours. It is important to get tested as soon as symptoms appear, as tracing and isolating contacts in a timely manner is important to limiting the spread of COVID-19 in the community.

A	B
Fever/Chills	Runny nose
Cough	Muscle aches
Sore throat/hoarse voice	Fatigue
Shortness of breath/difficulty of breathing	Pink eye
Loss of taste or smell	Headache
Vomiting or diarrhea for more than 24 hours	Skin rash of unknown cause
	Poor feeding if an infant
	Nausea or loss of appetite

TESTING LOCATIONS

Interlake Eastern Regional Health Authority

* Appointments required where indicated.

Location	Hours of Operation
Selkirk - Testing Site 100 Easton Drive	Monday to Saturday 9:00 AM to 4:00 PM <u>Make an appointment</u>
Eriksdale - Testing Site Eriksdale Wellness Centre, 35 Railway Ave.	Monday to Friday 9:00 AM to 4:00 PM (closed for lunch from noon until 12:30 PM)
Powerview-Pine Falls - Testing Centre Pine Falls Health Complex, 37 Maple St., Pine-Falls	Monday to Friday 9:00 AM to 4:00 PM
Arborg - Drive-Thru Testing Site MPI Building, 323 Sunset Blvd.	Mondays, Wednesdays, Fridays, Saturdays and Sundays: 9:00 AM to 5:00 PM Tuesdays and Thursdays: Noon to 8:00 PM

**R.M. of Lac du Bonnet
Resolution No. 2022 0047
25 January, 2022**

Moved By: Darrell Scheirich

Seconded By: Rob Doyle

THEREFORE, BE IT RESOLVED the RM of Lac du Bonnet council accepts and approves the draft COVID-19 Policy Amendment as presented to Council.

Carried Unanimously

I, Sandra Broek, Deputy Chief Administrative Officer of the Rural Municipality of Lac du Bonnet, hereby certify that under the Corporate Seal of the Rural Municipality of Lac du Bonnet, that the foregoing is a true and correct copy of the Rural Municipality of Lac du Bonnet.



Rural Municipality of Lac du Bonnet