

## **Bulletin 4 For Leaders: PEOPLE PRACTICES DURING COVID-19**

(updated March 17, 2020 – 2 p.m.)

**It is recommended that you use this to facilitate conversations with your teams and inform yourself of the City's processes; *it is not intended to be distributed to staff.***

### **KEY MESSAGES**

- People & Organizational Culture is continuing to assess policies and protocols in our current environment.
- We are committed to communicating changes as they happen.

### **INFORMATION**

#### **Working from home/alternative work arrangements:**

- In all cases where an employee needs to be absent from the workplace, first consider alternative working hours, alternative working arrangements and working from home options.
- If the nature of work is such that those are not viable options, the following guide will assist.
- Refer to *Bulletin 3 For Leaders* for considerations when determining working from home.

#### **Employees who become ill and suspect it may be COVID-19:**

- A self-assessment tool on COVID-19 from the Government of Saskatchewan has been developed and can be found [here](#).
- If an employee is absent from the workplace due to suspected illness from COVID-19 and working from home is not an option, employees will have access to their entitlement banks.
- They will use sick leave first, then access other entitlement banks.
- If the entitlement banks are exhausted, they may apply for EI benefits or use leave without pay.

#### **Employees caring for a dependent who is ill and suspect it may be COVID-19:**

- A self-assessment tool on COVID-19 from the Government of Saskatchewan has been developed and can be found [here](#).
- If an employee is absent from the workplace caring for a dependent or others due to suspected illness from COVID-19 and working from home is not an option, employees will have access to their entitlement banks.

- They will use sick leave first as compassionate care, then access other entitlement banks.
- If the entitlement banks are exhausted, they may apply for EI benefits or use leave without pay.

#### Self-isolation:

- If an **employee** departed from Regina for international travel prior to March 16, 2020 and is required to self-quarantine for 14 days upon return, it is leave with pay.
- A **family member who lives with the employee** who departed from Regina for international travel prior to March 16, 2020 has returned from international travel and is required to self-quarantine for 14 days upon return, employees should seek advice from HealthLine 811. If they advise the employee to self-quarantine as well, it is leave with pay.
- A **family member who resides in another country, is visiting and staying with an employee** who arrives prior to March 16, 2020 and is required to self-quarantine for 14 days upon return, should seek advice from HealthLine 811. If they advise to self-quarantine as well, it is leave with pay.
- If an **employee** departed from Regina for international travel on or after March 16, 2020 and are required to self-quarantine for 14 days upon return will access entitlement banks, using sick leave first.
- A **family member who lives with an employee** departed from Regina for international travel on or after March 16, 2020 who has returned and is required to self-quarantine for 14 days upon return, employees should seek advice from HealthLine 811. If they advise to self-quarantine use sick leave or other entitlements.
- A **family member who resides in another country, is visiting and staying with an employee** arrives on or after March 16, 2020 and is required to self-quarantine for 14 days upon return, employees should seek advice from HealthLine 811. If they advise to self-quarantine, use sick leave or other entitlements.

#### Hiring practices:

- Seasonal hiring (e.g. Parks Maintenance, Parks & Open Space Services, Water Waste & Environmental Services, Roadways) will continue.
- Non-critical hiring is suspended, unless approved by the respective Executive Director. Please refer to your Infectious Disease Plan to guide what is deemed critical. As services and programs in select areas draw to a close, employees will become available for reassignment. Vacant positions provide some flexibility to assign as needed.
- Creativity is encouraged to explore how work can be reassigned before seeking Executive Director approval.
- Where hiring proceeds, please be mindful of social distancing and other health and safety protocols. Technology is an effective tool to conduct interviews, through audio/visual conferencing, Skype and other means. Face to face interviews should only be considered where necessary.



### **School Closure/Childcare:**

- If you have staff who are impacted, please discuss working from home arrangements.
- Employees are to consult their supervisor on alternate hours of work or working from home if possible, until alternative care for their dependant(s) can be set up.
- If alternative working arrangements cannot be made, employees will have up to 5 consecutive work days' leave with pay, after which point vacation, banked time, or leave without pay may be used to provide a reasonable period of time for them to secure alternate care arrangements.
- If employees need to remain at home long-term to provide childcare, employees will work with their supervisor to determine if alternate working arrangements can be made, or if working from home is a possibility. If those options are not possible, employees may access entitlements.
- If entitlements are exhausted, employees should inquire about EI benefits (the usual waiting period has been waived for COVID-19). If EI benefits are not available, leave without pay may be utilized.

### **Labour Relations implications:**

- Please ensure that as the impact of facility closures is reviewed, leaders do their best to follow the language of the Collective Bargaining Agreements (CBA).
- If you have any questions about the application of the language, please engage your respective Client Services Labour Relations (CSLR) representative.

### **Personnel matters:**

- Be mindful of non-urgent meetings such as attendance support or minor behaviour concerns. These should be considered on a case by case basis. Reach out to your respective CSLR representative if you have questions.

