

City of Regina
Employee Guide
COVID-19

City of Regina



REGINA
Infinite Horizons

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Please take a moment to read this guide and feel free to share it with your co-workers. This guide will be updated regularly to ensure you have the most up to date information.

For more employee information visit [CityConnect](#). For health information visit the [Ministry of Health website](#).

Novel Coronavirus will be referred to as COVID-19 throughout this guide.

Terminology

Term	Definition
Close Contact	Being for a prolonged period of time within approximately 6 feet of a person with confirmed or probable case with COVID-19.
Hand Sanitizers	Alcohol based hand sanitizer which consists of greater than 60% ethyl alcohol.
Hand Hygiene	Washing hands frequently with soap and water or using alcohol-based hand sanitizer.
Incubation Period	The time from the moment of exposure to an infectious agent until signs and symptoms of the disease appear. For example, the incubation period for chicken pox is 14-16 days.
Respiratory Hygiene	Coughing/sneezing into a tissue or your elbow/arm.
Seasonal Influenza	Commonly known as “the flu”, is a highly contagious infection of the airways caused by influenza viruses. These viruses circulate annually during the winter season in the Northern Hemisphere.
Transmission Mode	Infectious diseases are commonly transmitted through direct person-to-person contact.
COVID-19	A new strain of coronavirus. It is a virus that has not circulated in humans before.

City Resources and Contacts

The table below identifies important City resources and contacts for concerns and questions related to seasonal influenza and COVID-19.

Resource	Purpose / Use	Contact
Workplace Health & Safety	Questions and concerns on the topic of COVID-19 related to employee absences and workplace health and safety concerns.	Brent Lustig 306-777-7104 BLUSTIG@regina.ca Jay Lamont 306-519-5065 JLAMONT@regina.ca
Client Services & Labour Relations (CSLR)	Questions and concerns on the topic of COVID-19 that are related to labour relations or collective agreements.	Maria Burns 306-526-6892 MLBURNS@regina.ca Kelly Pihach 306-777-6886 KPIHACH@regina.ca Mandy McGregor 306-527-3617 MMCGREGO@regina.ca
Employee Service Centre	Questions or clarification on how to code employee time in relation to COVID-19.	306-777-7213 EMPCENTER@regina.ca
FSEAP	Information related to the Family Services Employee Assistance Program.	1-866-757-6620 FSEAP
Technology & Digital Innovation	Working from home accommodations (VPN, Citrix, device availability).	306-777-7980

External Resources and Information

The table below identifies important external resources and information related to seasonal influenza and COVID-19.

Resource	Purpose / Use	Links and Contacts
Government of Saskatchewan	Local risk and cases of COVID-19, self-isolation information, self-assessment	Saskatchewan Government – COVID-19 COVID19@health.gov.sk.ca
Public Health Agency of Canada	COVID-19 updates from the federal government, resources and tools	Public Health Agency of Canada
World Health Organization (WHO)	COVID-19 travel advice, international resource	WHO COVID-19
Infection Prevention and Control Canada	COVID-19 hotline	Coronavirus Hotline: 1-833-784-4397

COVID-19 Background Information

The virus first appeared in the winter of 2019 and, because of the rapid manner it moved around the world, it was declared a public health emergency of international concern by the World Health Organizations (WHO) in February 2020, and characterized as a pandemic on March 11, 2020 because of the speed and scale of transmission. In most cases COVID-19 presents as a relatively mild flu with most people recovering within a few days. More severe symptoms may occur in some people, particularly those with certain underlying medical conditions.

As with the seasonal flu, symptoms include a sudden onset of respiratory illness with a fever (temperature greater than 38 degrees C or 100.4 degrees F), dry cough and difficulty breathing.

While the Saskatchewan Health Authority (SHA) is the lead on COVID-19 efforts in Saskatchewan, the City continues to monitor COVID-19 in partnership with the provincial government and the Government of Canada and are acting in response to their direction.

COVID-19 is believed to be spread mainly by coughing, sneezing or direct contact with someone who is sick. It can also spread by touching surfaces that a person with COVID-19 has touched, and then touching your face, mouth or eyes before hand washing.

City of Regina Approach to COVID-19

The City of Regina is working closely with the Saskatchewan Health Authority (SHA) to monitor COVID-19, share information and assess any potential health risks.

The City has responded with a number of decisions, some of which are detailed in this guide. The Emergency Operations Centre (EOC) cross departmental task team continue to monitor the situation and will continue to determine the appropriate action that is needed.

Infection Prevention Control Guide

It is important to take steps, both at home and at work, to help prevent the spread of influenza and other viruses to co-workers, friends, family and the public. The most effective actions you can take to prevent the spread of infection are listed in the table below, along with the corresponding health rationale.

Activity	Action
Hand Hygiene	Wash your hands often with soap and water. If hand washing facilities are not available, clean your hands using an alcohol-based sanitizer. Refrain from shaking hands or hugging.
Cough Etiquette	Cover your mouth and nose with a tissue or cough/sneeze into your arm/elbow. Discard the tissue into the regular garbage. Avoid coughing/sneezing into your hand (be sure to wash your hands immediately if you do).
General Hygiene Practice	Avoid touching your eyes, nose or mouth after shaking hands or touching hard surfaces like door handles. After touching these surfaces disinfect your hands with hand sanitizer or wash with soap and water.
Environmental Decontamination	Disinfectant wipes can also be used on items such as telephones and computer keyboards.
Self-Isolation	Stay away from work and avoid public places when experiencing symptoms.

Information sources: [Saskatchewan Health Authority](#), [Public Health Agency of Canada](#) and [the World Health Organization](#)

A message from the Government of Canada

Since respiratory viruses, such as the one that causes COVID-19, are spread through contact, change how you greet one another. Instead of a handshake, a kiss or a hug, a friendly wave or elbow bump is less likely to expose you to respiratory viruses.

What should I do if I think I have COVID-19?

Under no circumstances should an employee attend work if they have a fever. If you have mild respiratory symptoms practice basic respiratory and hand hygiene and, if possible, stay home until you have recovered.

If you have symptoms such as fever, cough and difficulty breathing and have traveled outside Canada or have been exposed to someone who has COVID-19, stay home and call Health Line 811. If you are not seriously ill, do not go to the physician's office, a health care facility or a lab without consulting with Health Line 811 first. Call 911 if you are seriously ill and need immediate medical attention and inform them that you may have COVID-19.

Health Line 811 will perform a risk assessment based on the details of your travel history. If you are deemed high risk for potentially having contracted infection while travelling, Health Line will advise you of next steps including self-isolation at home. SHA will also trace close contacts of presumptive or confirmed cases and will follow up with these individuals directly.

Self-Isolation Instructions

These guidelines are to be followed ONLY when [SHA](#) asks an individual to self-isolate.

Travel Restrictions and Considerations

Effective immediately all out of country business travel is suspended. Essential interprovincial travel requires Executive Director approval. Out of country and interprovincial leisure or personal travel is not recommended. If employees choose to travel, advise your manager/supervisor. These restrictions and impacts apply to all City of Regina employees, consultants, contracted employees and those whose travel is funded by the City of Regina.

An official global travel advisory is in effect. For details please keep up to date with the [Government of Canada](#) website.

COVID-19 Compensation and Leave

The *Employee Risk Assessment Guide* in the appendix, has been developed to help supervisors navigate next steps in situations where an employee is worried they may be at risk of contracting COVID-19.

The City has put together an *Employee Compensation and Leave FAQs* on compensation and benefits that are specific to COVID-19. These guidelines will help protect you, our community

and our organization. If you are sick, self-isolating or require accommodation relating to COVID-19, these guidelines are available for all employees.

Review *COVID-19 Employee Compensation and Leave FAQs*, found in the appendix, for information about leaves and compensation. Additional information is provided within the FAQs for supervisors to clarify time reporting and how to support employees in various situations.

As the situation evolves, any changes will be updated in this guide and communicated to employees.

Employee Risk Assessment Guide for Supervisors

In addition to the *Employee Risk Assessment Guide*, the online [Self-Assessment Tool](#) recommended by SHA will help determine whether someone should be tested for COVID-19. Testing is considered only when deemed necessary for public safety.

Good communication between employees and their supervisor is vital to keeping everyone healthy and safe. Employees are expected to advise their supervisor of the results of the online self-assessment to develop a plan to return to work or remain at home.

Work from Home Guidelines

The City is taking precautionary measures to help prevent the spread of the coronavirus. Supervisor approval is required to work from home.

Consistent with the provincial state of emergency that has been declared, effective March 23, 2020 employees not deemed part of essential services will work from home. The nature of the work will be a determining factor in whether it can effectively be done remotely. Not all work or occupations can be done from home. Discuss options with your supervisor.

At a minimum, employees are required to check in with their supervisors once in the morning, and again at the end of their workday.

Please refer to the [Telework Guidelines](#). For the next while, in-home ergonomic/safety inspections will not be required. We recommend employees use the Telework Location Inspection Checklist and Computer Workstation Checklist to assist them with both the Telework Location Requirements and proper set-up of their workstation.

For more information on ergonomics and to help support your work from home, please refer to [CityConnect](#).

Social Distancing

Social distancing refers to measures you can take to reduce the likelihood of you, your family or your co-workers coming into contact with communicable disease. It's a matter of minimizing controllable risks, focusing on safety and being practical.

The City has come up with a number of measures we're asking staff to follow to encourage social distancing, including transitioning from face-to-face meetings and moving to virtual meetings and conference calls.

More information on prevention and risks of COVID-19 can be found on the Government of Canada [website](#).

Employee Roles, Responsibilities and Expectations

Everyone plays an important role in reporting and investigating near misses, unsafe work observations and incidents. Knowing your role and participating in the reporting and investigations processes builds a stronger safety culture.

Role	Responsibilities and Expectations
Employees	<ul style="list-style-type: none"> • Inform supervisors if you are unable to attend work. • Call in to your supervisor and stay home if you have flu like symptoms. • Attend work if you are healthy unless they are on approved leave. • Follow appropriate hand and respiratory hygiene practices to prevent the spread of illness. • Treat everyone with respect as per the Respectful Workplace Policy. • If unsure of your ability to work, call and speak with your supervisor to discuss.
Managers & Supervisors	<ul style="list-style-type: none"> • Be there for their employees. Ensure that employee concerns and questions are being answered. Seek answers by contacting your CSLR representative. When absent, ensure a designate is available to carry out these responsibilities. • Continue to monitor attendance levels of staff and assess the impact of absences on the provision of service. If services are impacted or are likely to be impacted, be sure to immediately inform your Director/Branch Manager. • Consider operational impacts of employee requests but exercise flexibility when considering request for leaves, particularly if the employee has a person in care who is ill. • Maintain confidentiality of medical information. Avoid sending emails to various persons discussing details of an employee's absence/travel history. • Communicate information to staff as it becomes available. • Maintain a calm work environment. • Maintain a respectful workplace. • Continue to record employee absence
	<p>To ensure you and your staff have the latest information, visit CityConnect.</p>

Workplace Health & Safety Committee	<ul style="list-style-type: none"> • Respond to workers' questions and direct questions to the communication guide or appropriate resource. Refer to the: <ul style="list-style-type: none"> ○ City Resources and Contacts (page 4), and ○ External Resources and Information (page 5)
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Family Services Employee Assistance Program

Recent events have an impact on everyone and we each respond differently to these events. The [Family Services Employee Assistance Program \(FSEAP\)](#) is available to all employees and provides you and your family with immediate and confidential support to work through work, family, health, and life challenges. Please take care of your mental health as well as your physical health during this time.

Appendices

COVID-19 EMPLOYEE COMPENSATION AND LEAVE FAQs

1. What if I have symptoms consistent with COVID-19?

Complete the Saskatchewan Health Authority (SHA) [self-assessment tool](#) and if required call 811 for additional instructions. They will advise what next steps should be taken. Contact your supervisor as soon as possible to update them on your situation.

2. What if I test positive for COVID-19?

If you have COVID-19 do not attend work. You can utilize your sick leave entitlement bank and other entitlements such as Scheduled Day Off (SDO), vacation, time-in-lieu or leave without pay during the duration of your illness. Once your sick bank has been exhausted and any other chosen entitlement banks have been utilized, your supervisor will complete an exit form to place you on an unpaid leave of absence. A record of employment will be issued to Service Canada so you can apply for EI benefits (the usual waiting period has been removed for COVID-19 by the federal government).

3. What if I think I should self-isolate based on the SHA recommendations (whether or not I have symptoms)?

Check with 811 first for instructions. If you are advised from SHA through 811 that you should self-isolate, provide that advice to your supervisor, and the City will determine if you are able to work from home. If these arrangements are not possible, employees can use their entitlement banks or EI benefits through Service Canada may be available.

As of March 14, 2020, the Public Health Agency of Canada has classified ALL countries as Level 3. This means non-essential travel is not recommended outside of Canada. Employees who have travelled abroad or on a cruise ship and are returning home on or after March 14, 2020 are required to self-quarantine at home for 14 calendar days.

Employees who left the country prior to March 16, 2020:

Upon return, employees will be required to self-isolate at home for 14 calendar days. During this time, employees will work remotely where possible. If employees are unable to work remotely, they will be placed on a leave with pay for the duration of the 14 calendar days quarantine.

Employees who leave the country on or after March 16, 2020:

Upon return will be required to self-isolate at home for 14 calendar days. Where possible, employees will work remotely. If unable to work remotely, employees will use their sick leave entitlement banks. If sick leave entitlement bank is exhausted, employees may use other entitlements including vacation time, SDO or time-in-lieu options. If none of the previous are available, employees can apply for EI benefits through Service Canada.

The foregoing self-isolation applies even if you did not travel but a family member residing with you did. The use of leave with pay (for 14 calendar days) or entitlements also applies based on when the family member travelled.

4. What if I need to be home to care for someone due to a school or childcare closure?

The first step is to consult with your supervisor on alternate hours of work or working from home if possible, until alternative care for your dependant(s) can be set up.

If alternative working arrangements cannot be made, employees will have up to five (5) consecutive workdays' leave with pay, after which point your various entitlement banks can be utilized. Leave without pay may be used to provide a reasonable period of time to secure alternate care arrangements.

If you need to remain at home long-term to provide childcare, work with your 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 banks.

If entitlements banks 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.

5. What if I prefer to work from home because I am concerned about contracting the illness from others?

The City is taking a proactive approach to prevent the spread of the virus and consideration is being made to determine which employees can work from home. Consult with your supervisor if work can reasonably and appropriately be done from home. Please refer to the *Telework Guidelines*. For the next while, in-home ergonomic/safety inspections will not be required. We recommend employees to use the Telework Location Inspection Checklist and Computer Workstation Checklist to assist them with both the Telework Location Requirements and proper set-up of their workstation.

For employees who are in positions where the nature of work is such that they are unable to work from home:

Consistent with the information provided by the SHA, employees are asked to continue attending work and to practice social distancing and other preventative measures such as hand hygiene. If you remain concerned and you don't have any known COVID-19 risk factors, subject to discussion and approval from your supervisor, you may use your various entitlement banks.

6. Will these absences count as a sick time "incident" under the *Attendance Support Policy*?

No, none of these absences related to COVID-19 will contribute to the record of sick time incidents for an employee.

7. Will taking time off impact my recall status?

No, employees will be recalled dependent on operational needs.

Additional Information

Employment Security

The City of Regina cares about its employees, their families and the community. We recognize the global pandemic has an impact on everyone. In the interests of employee and public safety, difficult decisions have been made to close City operated facilities including City Hall. These decisions have impacted the employment stability for many employees.

Please be assured that when normal operations resume, employees will have jobs to return to. Recent amendments to the *Saskatchewan Employment Act* ensure job protection for employees during this public health emergency.

Additional Information for Supervisors

Time and Attendance – EmpCenter Tracking/Coding

New attendance codes have been developed in EmpCenter to support tracking of COVID-19 situations. The new codes will be available and ready for use on **Monday, March 23, 2020**. If codes need to be adjusted, amend the timesheet as per normal process.

EmpCenter Code	Situation in which codes should be applied
COVID-19 – Isolation	<ul style="list-style-type: none">• Employees who traveled prior to March 16, 2020. Employee will receive Regular Pay to a maximum of 14 calendar days, for the period of self-isolation. Employees may or may not be showing symptoms after returning from travel. The employee may or may not be able to work from home during this time.
COVID-19 – Regular Pay	<ul style="list-style-type: none">• City of Regina facility is shut down and employee is unable to work from home and no accommodation is available; employee will receive Regular Pay for 14 calendar days from the time the closure occurred.• Employee requires time off to secure childcare arrangements may receive up to five (5) consecutive working days at Regular Pay.
COVID-19 – Sick	<ul style="list-style-type: none">• Employee travels after March 16, 2020 and is required to self-isolate for 14 calendar days upon return.• Employee who contracts COVID-19 (Please include that the employee has a confirmed case of COVID-19 in the EmpCenter comments).• Employee caring for someone who has COVID-19.

	<ul style="list-style-type: none"> • Employee caring for dependant(s) as a result of school and or day care closure. • Employee with known high-risk factors such as high blood pressure, heart disease, lung disease, cancer, diabetes, is absent from work as a precaution. <p><i>Note: Time will be deducted from the employee's available sick entitlement bank.</i></p>
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<p>COVID-19 – Time in Lieu</p>	<ul style="list-style-type: none"> • Employee travels after March 16, 2020 and is required to self-isolate for 14 calendar days. • Employee who contracts COVID-19 (Please include that the employee has a confirmed case of COVID-19 in the EmpCenter comments). • Employee caring for someone who has COVID-19. • Employee caring for dependant(s) as a result of school and or childcare closure. • Employee with known COVID-19 risk factors such as high blood pressure, heart disease, lung disease, cancer, diabetes, is absent from work as a precaution. <p><i>Note - Time will be deducted from the employee's available time in lieu entitlement bank.</i></p>
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<p>COVID-19 - SDO</p>	<ul style="list-style-type: none"> • Employee travels after March 16, 2020 and is required to self-isolate for 14 calendar days. • Employee who contracts COVID-19 (Please include that the employee has a confirmed case of COVID-19 in the EmpCenter comments). • Employee caring for someone who has COVID-19. • Employee caring for dependant(s) as a result of school and or childcare closure. • Employee with known COVID-19 risk factors such as high blood pressure, heart disease, lung disease, cancer, diabetes, is absent from work as a precaution. <p><i>Note - Time will be deducted from the employee's available SDO entitlement bank.</i></p>
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<p>COVID-19 - Vacation</p>	<ul style="list-style-type: none"> • Employee travels after March 16, 2020 and is required to self-isolate for 14 calendar days • Employee who contracts COVID-19 (Please include that the employee has a confirmed case of COVID-19 in the EmpCenter comments). • Employee caring for someone who has COVID-19.
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	<ul style="list-style-type: none"> • Employee caring for dependant(s) as a result of school and or childcare closure. • Employee with known COVID-19 risk factors such as high blood pressure, heart disease, lung disease, cancer, diabetes, is absent from work as a precaution. <p><i>Note - Time will be deducted from the employee's available Vacation entitlement bank.</i></p>
COVID-19 - Unpaid	<ul style="list-style-type: none"> • Applies once chosen entitlement banks have been exhausted and leave of absence for EI benefits is required. • Employees are to speak with their supervisor about being placed on an unpaid leave of absence in order to apply for EI benefits.

Labour Relations Implications

During this time the City will be working to follow the language of the Collective Bargaining Agreements as closely as possible.

COVID-19: Employee Risk Assessment Guide for Supervisors

The following risk assessment guide has been developed to help supervisors navigate next steps in situations where an employee is worried, they may be at risk of contracting COVID-19.

This risk screening criterion is recommended by Saskatchewan Health Authority (SHA) to ensure the escalation to self-isolation, and COVID-19 laboratory testing are considered only when deemed necessary for public safety.

Supervisor Risk Assessment Process:

- 1. Has the employee had a confirmed close contact with a probable or confirmed case of COVID-19?**
 - Yes: Ask the employee to leave work, [self-isolate](#) at home, and complete the [COVID-19 Self-Assessment](#) online. Based on the results of this assessment, they may be referred to SHA Health [Line](#) at 811 for further assessment and determine appropriate next steps, which may include testing.
 - No: Proceed to step 2.

- 2. Does the employee have the following symptoms: fever and/or cough or shortness of breath?**
 - Yes: Proceed to step 4.
 - No: Employee is not considered to be at risk for COVID-19 at this time. Employees may continue working as per usual if they have also responded No to question 1.

- 3. If the employee answers Yes to any of the questions listed below, proceed to step 4.**
 - Have you travelled outside of Canada in the past 14 days leading up to your illness?
 - Have you had **close contact** with a confirmed or probable case of COVID-19?
 - Have you had **close contact** with a person with acute respiratory illness who has travelled anywhere outside of Canada within 14 days prior to illness onset?

- 4. Ask the employee to leave work, self-isolate at home for a minimum of 14 days and complete the COVID-19 Self-Assessment online. Based on the results of the online Self-Assessment, they will be directed to contact Health Line 811 only if required. Upon completion, the employee will be advised of one of the following:**
 - Self-isolation is not required, and they may resume/report to work after contacting their supervisor. Risk Assessment ends here if this is the outcome.
 - Continue to self-isolate at home. In this case employees may be eligible for a Work from Home Arrangement while they wait for further instruction or treatment. - See the Compensation and Leave FAQ for compensation and pay code guidelines. If the employee tests positive for COVID-19, proceed to step 5.

Note: *In the event you are unable to access the online Self-Assessment call Health Line directly at 811. The average response time has been affected due to volume of calls. Please remain on the line to keep your space in the queue.*

5. It is very important that the employee inform you of the outcome of Self-Assessment and Health Line’s assessment, the outcome of COVID-19 screening, and if they have been cleared to resume work activities or not. If the employee tests positive for COVID-19, the Supervisor must:

- Contact the City’s Workplace Health and Safety Consultant for next steps, and arrangement of cleaning through Facility Maintenance; and,
- Inform their direct supervisor of the employee’s COVID-19 diagnosis.

IMPORTANT NOTE: Unless you answer YES to one of the questions above, there’s no reason for you to self-isolate, or send others home to self-isolate. If you have an employee who has been tested for COVID-19 and received a result (both positive or negative), please reach out to your [Workplace Health and Safety Consultant](#) on how to respond.

For Additional Information, please contact:

Saskatchewan Health Authority - COVID-19 Self-Assessment	COVID-19 Self-Assessment	N/A
Government of Saskatchewan - Health Line	Health Line	811