

## Enhanced Public Health Measures

A public health emergency has been declared by the Province of Alberta and the following public health measures are effective until at least December 15, 2020 as per the [November 24 announcement](#). To protect the health and safety of Albertans, public health orders are legally-enforceable and fines can be issued for violations.

### Mandatory Mask Requirements

Masks are now mandatory at all times in all indoor public places, subject only to limited exceptions. The limited exceptions applicable to employees in City facilities include:

- The person is alone at a workstation and separated by at least 2 metres distance from all others;
- The person is separated from every other person by a physical barrier that prevents droplet transmission;
- The person is consuming food or drink [they must be 2 metres away from others];
- The person is unable to wear a face mask due to a mental or physical health concern or limitation [this must be confirmed with Disability Management]; or
- A hazard assessment determined the person's safety will be at risk if they wear a mask while working;

The requirement to wear a face mask applies to all employees, visitors, delivery personnel and contractors; and it applies to all locations where workers are present. All persons should expect to wear a mask at all times, except during limited times when an exception applies. Compliance with these laws is a workplace requirement.

Impacts of the new mask rules include:

- Masks are now required for in-person meetings and training classrooms, even where physically distanced from others in the room. Online meetings or training should be preferred wherever possible.
- Workers in cubicles, work bays or designated marked spaces may work without a mask while in the cubicle, work bay or space, provided they are at least 2 metres apart from other workers at all times, and provided no other person will enter that cubicle, bay or space at any time.
  - The furthest edges of the cubicle, bay or marked space must be at least 2 metres apart from the edges of another cubicle, bay or space for this exception to apply.
  - Alternatively, if the cubicle, bay or space is separated by high walls or dividers made of solid materials that prevent droplet transmission (e.g. plastic, plexiglass, metal, wood), an exception may apply.
  - If another person enters the space, both persons must wear masks.
- The application of task based exceptions will be determined by supervision in consultation with their Workforce Safety and Employee Health partners. If in doubt, a mask should be worn and a supervisor consulted to ensure appropriate safety measures are established.

## School Restrictions

Starting November 30, students will move to at home learning as follows and not return to in-person classes until January 11, 2021:

- Grades 7-12 at-home learning Nov 30-Jan 11 \*except Winter break
- Grades K-6 at-home learning Dec 18-Jan 11 \*except Winter break

Restrictions on school can be particularly challenging for parents as they try to manage work and family responsibilities. All of the restrictions can also put additional stress on students' mental health and well-being. Support is available to all employees and their families through LifeWorks, our Employee and Family Assistance Program at 1-855-789-7289 or [coe.lifeworks.com](http://coe.lifeworks.com).

The City will try to be flexible while parents make childcare arrangements. If you are an employee with dependent children who are unable to care for themselves (e.g. children under the age of 12), and you are not currently working from home and cannot work from home, we ask that you explore alternate hours of work with your supervisor if that helps the situation. Work areas should start now to consider what steps they can take to allow for parents that may need time away during the school restrictions.

## Indoor and Outdoor Social Gatherings

Effective November 24, 2020, no indoor social gatherings are permitted in any setting (private homes, public spaces or workplaces). Additionally, outdoor social gatherings are limited to 10 people and must not have an indoor component. Social gatherings are where people move freely around to associate, mix or interact with each other for social purposes. For complete details on this public health measure, see this [website](#).

### *Important Workplace Considerations*

- **MEETINGS** - Work meetings are not considered social gatherings, but attendance should be limited and public health measures followed including 2 metre physical distancing and mandatory masking.
  - Work areas should assess if any outdoor gatherings have been planned and make arrangements to cancel/reschedule or coordinate smaller outdoor gatherings acceptable under the public health order.
- **SHARED SPACES** - Attention should be paid to shared spaces in the workplace such as lunchrooms and washrooms. Efforts must be made to ensure physical distancing requirements can be maintained. This can be achieved through staggered and scheduled use to effectively reduce occupants at any given time. Masks must be worn except when eating and drinking.
- **TRAINING** - In-person training should be cancelled or delivered virtually wherever possible. Where training is critical for safety, operationally essential or required for business continuity purposes and must be delivered in person, careful consideration to safety measures is important and must include 2 meter physical distancing, masking and other safety measures as appropriate. It is the responsibility of the training organizer to ensure these safety measures are in place and are followed.

## Work From Home

To protect employees and members of the public from the spread of COVID-19, the City of Edmonton developed a temporary work-from-home arrangement. Employees are eligible for this temporary program if their work can be reasonably and appropriately completed from an employees' home. Employees who are currently not working from home who believe they may fall into this eligible category are encouraged to talk to their supervisor. More information can be found on [OneCity](#).

## Other Important COVID-19 Reminders & Updates

### Self Isolation Requirements For Household COVID-19 Contacts

Alberta Health Services (AHS) has identified clear self-isolation requirements to help reduce COVID-19 transmission. See the [AHS website](#) for more information about these requirements.

Household contacts have been identified as a significant source of COVID-19 community transmission. The following clarification has been received from AHS regarding household COVID-19 cases and self isolation requirements.

If an employee is required to self-isolate due to contact with a confirmed COVID-19 case in their household, the self-isolation period will be determined as follows:

- If they are able to self isolate in the household and have separate bathrooms and bedrooms from the person with COVID-19, they are required to self isolate for 14 days from the last known contact with that individual. As an example - An employee's spouse tests positive for COVID-19 and they are able to effectively isolate themselves from each other in the household. The employee must self-isolate for 14 days from the date they last had close contact with their spouse.
- If they are unable to self-isolate in the household using separate bathrooms and bedrooms, they must start their own isolation period after the confirmed COVID-19 case isolation period has ended. If COVID-19 symptoms develop during this isolation period, the person should seek testing and must comply with AB Health guidelines (i.e. 10 days or until symptoms resolve, whichever is longer). As an example - An employee's spouse tests positive and they are unable to effectively isolate from each other in the same household. In this case, the employee and their spouse self-isolate for 10 days from the spouse's first symptom or until symptoms have resolved (whichever is longer), and then the employee must start to self- isolate for 14 days from that date.

## COVID-19 Employee Intake Form - \*NEW\* QR Code

The [Employee COVID-19 Intake Form](#) is a form for supervisors to complete when their employees are tested for COVID-19. Completing this form when an employee notifies their supervisor that they are going for a test is the first step to ensuring we effectively manage COVID-19 cases in the workplace and initiating our rapid response in the event of a positive case in the workplace. More information about Supervisor responsibilities for managing COVID-19 positive cases can be found in the toolkit below.

To make it easier for Supervisors to find the Employee COVID-19 Intake Form, a QR Code has been created. Simply hover the camera of your mobile phone or device over this QR code and you will be directed to the form for your convenience.



For more information about the City of Edmonton tools for managing COVID-19 testing and positive cases, see the following COVID-19 [Supervisor Checklist](#).