

Reference: [COVID-19 Isolation and Quarantine Placemat](#)

For Permanent Employees

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

If you have symptoms for COVID 19 and a rapid test is available to you, you are asked to use a rapid test if you are not eligible for a PCR test through AHS. If a test is not available to you, you should assume you are positive and take the following actions:

- Inform your supervisor of your symptoms and lack of ability to access a test
- If you are:
 - **Fully vaccinated** you are legally required to stay home and isolate for **at least 5 days** from when you first started having [symptoms of COVID-19](#) or had your positive test (if you never had symptoms).
 - Not fully vaccinated you are legally required to isolate for 10 days from when you first started having symptoms of COVID-19 or had your positive test (if you never had symptoms)
- Regardless of your vaccinated status you must keep isolating until your symptoms have improved and you have been fever-free for 24 hours without the use of fever-reducing medication.
 - You are the best person to decide if your symptoms are improving. An improvement in symptoms means that you are feeling better than you did in the previous days and you have no new COVID-19 symptoms.
 - Some symptoms may continue after you're no longer able to spread the virus to others. If you still have a cough, loss of sense of taste or smell, or fatigue that is not getting worse after your required isolation period, you do not need to keep staying home.
 - After this time, you must wear a mask in public places when unable to maintain a two meter distance from others, until 10 days have passed from when your symptoms began or you tested positive.
- Supervisors should code IWP for those employees who have symptoms, but have not taken a test
- You must be able to pass the [Pre-shift Screening](#) before returning to work
- If your symptoms have not resolved by the end of your 5 day isolation period, your supervisor may require you to submit a doctor's note to be eligible for ongoing benefits. A [Short Term Disability Application](#) form must be submitted to Disability Management for approval of benefits if the absence exceeds 10 calendar days.

2. What if I test positive from a rapid test? ****UPDATED****

- If you receive a positive COVID-19 test result, self-isolate and submit documentation (a copy of the PCR result or photo of a rapid test that confirms your positive result) to your supervisor for the absence to be coded as QWP.
- Where an employee is able to work from home and wishes to do so they may make this arrangement with their supervisor to work from home during the isolation period.
- **Alberta Health requires that those with COVID-19 symptoms and who are fully vaccinated to self-isolate for a minimum of 5 calendar days.** You must keep isolating until your symptoms have improved and you have been fever-free for 24 hours without the use of fever-reducing medication.
 - You are the best person to decide if your symptoms are improving. An improvement in symptoms means that you are feeling better than you did in the previous days and you have no new COVID-19 symptoms.
 - Some symptoms may continue after you're no longer able to spread the virus to others. If you still have a cough, loss of sense of taste or smell, or fatigue that is not getting worse after 5 days of isolation, you do not need to keep staying home.
 - After this time, you must wear a mask in public places when unable to maintain a two meter distance from others, until 10 days have passed from when your symptoms began or you tested positive.
- If your symptoms have not resolved by the end of your 5 day isolation period, your supervisor may require you to submit a doctor's note to be eligible for ongoing benefits. A [Short Term Disability Application](#) form must be submitted to Disability Management for approval of QWP benefits if the absence exceeds 10 calendar days.
- **For those employees who are not fully vaccinated, they must still self-isolate for a minimum of 10 calendar days** from the start of symptoms or until symptoms resolve, whichever is longer and be able to pass the [Pre-Shift Screening](#) before returning to work.

3. What if I test negative from a rapid test but still have symptoms consistent with COVID 19?

If you test negative and you have symptoms, you are asked to continue to isolate until your symptoms resolve. During this time, your time will be coded as sick (SI) in line with normal [sick leave protocols](#).

4. What if I need to be home to care for a dependent child (e.g. under the age of 12) due to school or childcare closure or outbreak?

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 or work with your supervisor if that helps the situation. Employees can also apply for a leave of absence and, if approved, apply for any federal benefits they may be eligible for.

5. My work has been impacted by the City's COVID-19 response. Can I bank my EDOs?

During this stressful time, we recommend that you take advantage of your EDOs to do what you enjoy and what makes you well. It provides you the ability to “unplug” from work, even when working from home. At this time, EDOs should not be canceled or banked unless there is supervisor approval due to an operational requirement. Any banking of EDOs approved by supervisors must align with the terms of the appropriate Collective Agreement and City policy.

6. Will these absences count as a sick time “incident”? **UPDATE**

Time away from work due to symptoms of COVID-19 or due to side effects of receiving a COVID-19 vaccination and coded as IWP, will not count as a sick incident. All other absences coded as sick time will be counted as a sick incident.

7. What happens if my facility or service has been reduced or shut down?

If your services are deemed necessary to maintain operations during this temporary shutdown, your supervisor will be in contact with you and provide you with information regarding where and when to report to work. City Administration will continue to assess when facilities can be reopened and will update impacted employees.

If your services are not deemed necessary to maintain the closed facility or service, we will consider whether there are any alternate assignment options for you. If no other option is available, a temporary layoff may be required and the City will follow the layoff procedures outlined in your collective agreement.

8. What happens if vacation has been scheduled but staff cannot travel?

Some areas, such as transit, sign up for vacation for the year and although travel plans have been restricted or may be cancelled, the employee would not be able to move their scheduled vacation time. Other areas will have backfilled the scheduled vacation time, which might mean the employee needs to take their vacation time as planned. Other areas may be able to accommodate the cancellation of vacation time and permit the

employee to schedule vacation at a later time. Requests to move scheduled vacation time are subject to operational requirements and subject to supervisory approval. Supervisors are encouraged to be flexible where they can be.

9. What happens for staff with excess vacation?

Plans to utilize excess vacation time before the end of the vacation year shall continue to be put into place. Work with your supervisor to agree on a vacation usage plan.

10. Can vacation be revoked for operational need (eg. business area short on healthy workers)?

CUPE 30 has a lengthy notice requirement (article 8.02.07) to revoke vacation for operational reasons. Supervisors could request CUPE 30 employees to volunteer to cancel their vacation. Other collective agreements are silent on this topic. Where an area faces an emergent need for additional resources, it is recommended that employees off (or about to go off) on vacation be approached to determine if they are willing to voluntarily come in to work and schedule their remaining vacation credits at a later date.

11. What if I am identified as a close contact or a household contact?

If you have been identified as a close contact or household contact and are not fully vaccinated, you are advised to stay home and isolate as per AHS direction. If you are unable to work from home, effective December 1, 2021, you can request to use vacation, banked time or leave of absence without pay to cover the quarantine period.

If you are vaccinated and are a close contact or a household contact of a confirmed positive case, it is recommended that you rapid test every 72 hours for up to 10 days from the date of initial exposure to the positive case. It is expected you report to work during this 10 day period. Should you obtain a positive test result or develop any symptoms related to COVID-19, you must isolate immediately. The employee is responsible for the costs associated with the rapid tests.

13. What should I code my time as if I am not feeling well after I get my vaccination?

You can code up to three days of IWP. If your symptoms persist, please contact Disability Management.

14. What if I am asymptomatic but I test positive from 1 rapid test? **UPDATED**

Immediately start to isolate. If you have a rapid test available, it is recommended that you test again after 24 hours from your first positive test. If your second test is positive and you are:

- **Fully vaccinated** you are legally required to stay home and isolate for **at least 5 days** from when you tested positive. If [symptoms of COVID-19](#) develop, start the 5 day isolation period over from the day the symptoms started, and for 5 days following isolation, wear a mask at all times when around others outside of your home
- **Not fully vaccinated** you are legally required to isolate **for 10 days** from when you tested positive. If [symptoms of COVID-19](#) develop, start the 10 day isolation period over from the day the symptoms started.

For Temporary and Provisional (Non-Permanent) Employees

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

If you have symptoms for COVID 19 and a rapid test is available to you, you are asked to use a rapid test if you are not eligible for a PCR test through AHS. If a test is not available to you, you should assume you are positive and take the following actions:

- Inform your supervisor of your symptoms and test status
- If you are:
 - **Fully vaccinated** you are legally required to stay home and isolate for **at least 5 days** from when you first started having [symptoms of COVID-19](#) or had your positive test (if you never had symptoms).
 - Not fully vaccinated you are legally required to isolate for 10 days from when you first started having symptoms of COVID-19 or had your positive test (if you never had symptoms)
- Regardless of your vaccinated status you must keep isolating until your symptoms have improved and you have been fever-free for 24 hours without the use of fever-reducing medication.
 - You are the best person to decide if your symptoms are improving. An improvement in symptoms means that you are feeling better than you did in the previous days and you have no new COVID-19 symptoms.
 - Some symptoms may continue after you're no longer able to spread the virus to others. If you still have a cough, loss of sense of taste or smell, or fatigue that is not getting worse after your required isolation period, you do not need to keep staying home.
 - After this time, you must wear a mask in public places when unable to maintain a two meter distance from others, until 10 days have passed from when your symptoms began or you tested positive.
- Supervisors should code IWP for those employees who have symptoms, but have not taken a test
- You must be able to pass the [Pre-shift Screening](#) before returning to work

- If your symptoms have not resolved by the end of your 5 day isolation period, your supervisor may require you to submit a doctor's note to be eligible for ongoing benefits. A [Supplementary Income Replacement Application](#) form must be submitted to Disability Management for approval of IWP benefits if the absence exceeds 10 calendar days.

2. What if I test positive from a PCR or rapid test? ****UPDATED****

If you test positive and have symptoms consider this confirmation you have COVID 19. You are to isolate and immediately inform your supervisor and they will work with you to make work from home arrangements. If these arrangements are not possible, and if you are self-isolating in accordance with AHS protocols, a leave of absence with pay will be approved for regularly scheduled hours during the prescribed self-isolation period. In short:

- If you receive a positive COVID-19 test result, self-isolate, submit documentation (a copy of the PCR result or photo that confirms your positive test to your supervisor and code your time as QWP. Alberta Health requires those with COVID-19 symptoms and who are **fully vaccinated** to self-isolate for a minimum of 5 calendar days from start of symptoms or until symptoms resolve, whichever is longer and be able to pass the [Pre-Shift Screening](#) before returning to work. For 5 days following isolation, you must wear a mask at all times when around others outside of home. If your symptoms have not resolved by the end of your 5 day isolation period, your supervisor may require you to submit a doctor's note to be eligible for ongoing benefits.
- For those employees who are **not fully vaccinated**, they must still self-isolate for a minimum of 10 calendar days from start of symptoms or until symptoms resolve, whichever is longer and be able to pass the [Pre-Shift Screening](#) before returning to work. You will be paid 100% of your rate of pay for regularly scheduled hours from the City for non-permanent employees—Limited Sick and Supplementary Income Replacement (SIR)—for the duration of your illness. Your supervisor will be able to approve time for any regular work days missed for a period of up to 10 calendar days (coded as QWP) before an SIR application form is required.

3. What if I test negative from a rapid test but still have symptoms consistent with COVID-19?

If you test negative and you have symptoms, you are asked to continue to isolate until your symptoms resolve. During this time, your time will be coded as sick (SI) in line with normal [sick leave protocols](#).

4. What if I need to be home to care for a dependent child (e.g. under the age of 12) due to school or childcare closure?

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. Employees can also apply for a leave of absence and, if approved, apply for any federal benefits they may be eligible for.

5. What if I am identified as a close contact or a household contact?

If you have been identified as a close contact or a household contact and are not fully vaccinated, you are advised to stay home and isolate as per AHS direction. If you are unable to work from home, effective December 1, you can request to use vacation, banked time or leave of absence without pay to cover the quarantine period.

If you are vaccinated and are a close contact or a household contact of a confirmed positive case, it is recommended that you rapid test every 72 hours for up to 10 days from the date of initial exposure to the positive case. It is expected you report to work during this 10 day period. Should you obtain a positive test result or develop any symptoms related to COVID-19, you must isolate immediately. The employee is responsible for the costs associated with the rapid tests.

6. Will taking time off impact my recall status?

No. Absences referenced in this FAQ will not generally impact eligibility to be recalled. Excessive COVID-related absences, particularly if combined with other absences, may warrant a conversation with your supervisor and potentially a conditional recall for next season.

7. What happens if my facility or service has been reduced or shut down?

If your services are deemed necessary to maintain the operations during a temporary shutdown, your supervisor will be in contact with you to provide you with information regarding where and when to report to work.

If your services are not deemed necessary to maintain the closed facility or service, we will consider whether there are any alternate assignment options for you. If no other option is available, a temporary layoff may be required and the City will follow the layoff procedures outlined in your collective agreement.

9. What should I code my time as if I am not feeling well after I get my vaccination?

You can code up to three days of IWP. If your symptoms persist, please contact Disability Management.

10. What if I am asymptomatic but I test positive?

Immediately start to isolate. If you have a rapid test available, it is recommended that you test again after 24 hours from your first positive test. If your second test is positive and you are:

- **Fully vaccinated** you are legally required to stay home and isolate for **at least 5 days** from when you tested positive. If [symptoms of COVID-19](#) develop, start the 5 day isolation period over from the day the symptoms started, and for 5 days following isolation, wear a mask at all times when around others outside of your home
- **Not fully vaccinated** you are legally required to isolate **for 10 days** from when you tested positive. If [symptoms of COVID-19](#) develop, start the 10 day isolation period over from the day the symptoms started.,

Additional Information For Supervisors

The COVID-19 pay codes listed below are for PeopleSoft users. Variations of these pay codes are available within the various operational systems (ie SAP, ETDS, M5) that transfer pay data to PeopleSoft.

1. What timecodes should I be instructing staff to use?

a. Employee has been diagnosed with COVID-19

- i. Upon the submission of documentation confirming positive test to you, use **QWP**: COVID-19 Leave (paid 100% wages)
- ii. If the employee has symptoms related to COVID-19 and is unable to access a test, code as IWP for 5 days, or until symptoms resolve. Should symptoms persist beyond 10 days, please contact Disability Management to review documentation required to support a further absence.
- iii. Eligibility: Permanent, Provisional and Temporary employees

b. Self-isolation recommended by AHS and employee has been approved to work from home

Use **TWH**: COVID-19 Temporary Work From Home with Pay (paid 100% wages)

- i. To be used when an employee has been directed to self-isolate as per AHS recommendations AND this employee is able to work from home.

- ii. To be used when City work location is shut down but suitable arrangements have been made (through employee's supervisor) to work from home.

Eligibility: All employees

c. **Self-isolation recommended by AHS and not showing symptoms *UPDATED***

Employees who are participating in the COVID-19 Rapid Testing Program and receive a positive rapid test result should be coded as QWP. If they remain asymptomatic, they can return to work after 10 days from the date of the positive result.

Eligibility: Permanent, Provisional and Temporary employees

2. What should I do if an employee is requesting leave or accommodation relating to COVID-19?

The following table outlines how supervisors should respond to employees requesting leave or accommodation in different situations. Please be advised that this direction is based on the current state; as the situation evolves, the direction may change. Any updates to this information will be communicated to employees.

Situation in which employee is requesting leave and/or accommodation	Direction to Supervisors
Employee has provided proof of a positive COVID-19 test.	Use pay code QWP.
Employee is under a government-directed quarantine	Use pay code QWP at this time. Individual cases will be managed to determine continued eligibility for leave with pay during the quarantine period. Employees are strongly encouraged to follow the Government of Canada's travel advisories .
Employee is symptomatic with symptoms consistent with COVID but cannot access a test	Use pay code IWP.
Employee is awaiting a test and tests negative	IWP code up to 3 days and normal sick leave coding/protocol from date of negative results
Employee is requesting leave and/or alternate arrangements for family purposes (i.e. caring for dependents)	Generally, the supervisor should review whether short-term alternative work and/or work from home arrangements can be provided. Alternative work arrangements could include temporarily amending hours of work. If the employee can work from home, code TWH.

	<p>If alternate arrangements are not feasible, leave may be approved in accordance with the following:</p> <p><u>Lack of child care</u> Employees may use vacation, banked time, or leave without pay to find alternative options.</p> <p><u>Sick dependent child / family member (non-COVID)</u> Employees may use vacation, banked time, or leave without pay.</p>
All other cases of employees requesting leave	<p>The supervisor should review whether alternative work and/or work from home arrangements can be provided.</p> <p>If alternate arrangements are not feasible, the supervisor may approve the use of vacation and/or banked time, subject to operational requirements.</p> <p>If the employee does not have vacation and/or banked time, the supervisor may approve leave without pay, subject to operational requirements.</p>
Temporary closure of City facilities and/or services	<p>Employees that are deemed necessary to maintain operations during the closure, and employees that have been assigned alternate duties, should continue coming in to work as directed by their supervisor.</p> <p>Alternative work assignment opportunities will be sought for those employees whose work is not deemed necessary. If no other option is available, a temporary layoff may be required and the City will follow the layoff procedures outlined in your collective agreement.</p>
Short term temporary facility closure (less than 30 working days) e.g. need to close to clean/sanitize but employees are not directed to self-isolate and are not sick	<p>Considered in this order (applies only where other scenarios in this table do not apply):</p> <ol style="list-style-type: none"> 1) Employees should work from home where possible 2) If the employee cannot work from home - LWOP/use vacation/overtime bank as applicable
Long term temporary facility closure (greater than 30 working days) e.g. closed for financial reasons or by provincial government direction)	<p>Considered in this order:</p> <ol style="list-style-type: none"> 1) Employees should work from home where possible 2) If the employee cannot work from home - TLO if LOU in effect 3) If TLO LOU not in effect, regular layoff provisions in each collective agreement will apply