

COVID-19 and Respiratory Illness

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| Are you experiencing symptoms? | Sick leave period <ul style="list-style-type: none">• Stay home until you feel well enough to do your regular activities and you have not had a fever for at least 24 hours. |
| Yes, experiencing cold, influenza/COVID-19 symptoms , not related to a pre-existing illness or health condition. | <ul style="list-style-type: none">• Stay home if you are unwell.• Call your leader on how to proceed.• Avoid visiting healthcare facilities unless you need emergency care.• Cover your cough or sneeze into your arm or a tissue, not your hand. Put used tissues in the garbage.• Wash your hands well and often. Use warm water and soap or use an alcohol-based hand sanitizer.• Once you feel well enough to resume your regular activities, when you leave your home consider wearing a mask for 5 days when you are indoors with others. This is especially important around people who could get very sick, such as older adults or people with weak immune systems. |

Time entry: All sick absences are managed through short-term disability benefits, processes and reporting. As per usual short term disability claims, supervisors are responsible for approving the first 5 days of absence; thereafter, the employee must apply for benefits through Disability Management. All employees are entitled up to 3 hours to attend appointments for vaccinations. MDL for permanent employees, LWP for temporary employees.