

## For Permanent Employees

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

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment, you may be directed to self-isolate and contact Health Link 811 for further instructions about testing if required.

### 2. What if I need to self-isolate based on Alberta Health Services (AHS) recommendations?

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment, you may be directed to self-isolate and contact Health Link 811 for further instructions about testing if required. If you are advised by AHS through this assessment process to self-isolate, immediately inform your supervisor and they will work with you to make work from home arrangements if appropriate. If these arrangements are not possible, and if you are self-isolating in accordance with AHS protocols, you will be granted leave with pay during the AHS prescribed self-isolation period. In short:

- Should you be experiencing one or more of the primary 5 symptoms of COVID-19 outlined in the Chief Medical Officer of Health [Order 39-2021](#) (fever, cough, sore throat, runny nose, or shortness of breath), code the absence as STD for up to 3 days while awaiting test results.
- If the result is negative for COVID-19, the coding for the entire absence will remain as Sick Time (SI) from the onset of your absence and SIE on the last day, in line with normal sick leave protocols. Employees should stay home until symptoms resolve and the employee is able to pass the [Pre-Shift Screening](#) before returning to work.
- If you receive a positive COVID-19 test result, self-isolate and submit documentation confirming your positive test to Disability Management for the absence coding to be changed to QWP. Alberta Health requires that those with COVID-19 symptoms 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 by the City for the duration of your illness.

### 3. 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.

**4. 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.

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

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

**6. 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.

**7. 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.

**8. 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.

**9. 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 household contact?**

If you have been identified as 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.

#### **12. 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.

### **For Temporary and Provisional (Non-Permanent) Employees**

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

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment, you may be directed to self-isolate and contact Health Link 811 for further instructions about testing if required. Contact your supervisor as soon as you are able to update them on your situation.

#### **2. What if I need to self-isolate based on AHS recommendations?**

Complete the [COVID-19 Self-Assessment](#) online right away. Based on the outcome of this assessment, you may be directed to self-isolate and contact Health Link 811 for further instructions about testing if required. If you are advised by AHS through this assessment process to self-isolate, 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 AHS prescribed self-isolation period. In short:

- Should you be experiencing one or more of the primary 5 symptoms of COVID-19 outlined in the Chief Medical Officer of Health Order [Order 39-2021](#) (fever, cough, sore throat, runny nose, or shortness of breath), code as STD for 3 days while awaiting test results. ) If you test negative, follow the regular [sick leave protocols](#). Employees should stay home until symptoms resolve and the employee is able to pass the [Pre-Shift Screening](#) before returning to work. Time coding will revert back to regular coding as outlined in these protocols.
- If you receive a positive COVID-19 test result, self-isolate and Code QWP. Alberta Health requires that those with symptoms should 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 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.

**4. What if I am identified as a household contact?**

If you have been identified as 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.

**5. 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.

**6. 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.

**7. 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.

**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 Disability Management, use **QWP**: COVID-19 Leave (paid 100% wages)
- ii. Eligibility: Permanent, Provisional and Temporary employees

**b. Self-isolation recommended by AHS and showing symptoms while awaiting diagnosis**

- i. Use **STD/SIR**: Income Replacement Benefits- if employee is experiencing one or more of the primary 5 symptoms of COVID-19 outlined in the Chief Medical Officer of Health [Order 39-2021](#) (fever, cough, sore throat, runny nose, or shortness of breath), code as STD/SIR for 3 days while awaiting test results.

If a positive test result has been confirmed, code as QWP from the first day of absence. The employee will be required to provide documentation to Disability Management to confirm the positive test result.

Eligibility: Permanent, Provisional and Temporary employees

**c. 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

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

Effective November 1, 2021 employees who are participating in the COVID-19 Rapid Testing Program and receive a positive rapid test result should be coded as IWP while awaiting results from an AHS PCR test.

If a negative test result has been confirmed, revert to the normal sick leave protocol from the first day of absence.

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.

<b>Situation in which employee is requesting leave and/or accommodation</b>	<b>Direction to Supervisors</b>
Employee has provided proof of a positive COVID-19 test.	Use pay code QWP.
Employee is under a	Use pay code QWP at this time. Individual cases will be managed

government-directed quarantine	<p>to determine continued eligibility for leave with pay during the quarantine period.</p> <p>Employees are strongly encouraged to follow the Government of Canada's <a href="#">travel advisories</a>. Quarantine following international travel is not covered under this code.</p>
Employee is requesting leave and/or alternate arrangements for family purposes (i.e. caring for dependents)	<p>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.</p> <p>If the employee can work from home, code TWH.</p> <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) eg. 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"> <li>1) Employees should work from home where possible</li> <li>2) If the employee cannot work from home - LWOP/use vacation/overtime bank as applicable</li> </ol>
Long term temporary facility closure (greater than 30 working days) eg. closed for financial reasons or by provincial government direction)	<p>Considered in this order:</p> <ol style="list-style-type: none"> <li>1) Employees should work from home where possible</li> <li>2) If the employee cannot work from home - TLO if LOU in effect</li> <li>3) If TLO LOU not in effect, regular layoff provisions in each collective agreement will apply</li> </ol>