

COVID-19 and Respiratory Illness



Updated February 13, 2024

Are you experiencing symptoms?	Test Result	Sick leave period 5 days from the start of symptoms or a positive COVID-19 test or until symptoms have improved and you remain fever free for at least 24 hours, whichever is longer.
Yes, experiencing the core COVID-19 symptoms not related to a pre-existing illness or health condition (fever or chills, runny or stuffy nose, sore throat, cough, difficulty breathing or shortness of breath, nausea or diarrhea, or loss or altered sense of taste/smell) Leaders must use the COVID-19 intake form to report an employee's positive COVID-19 test.	Positive A positive test is: <ul style="list-style-type: none"> 1 positive rapid test; OR 1 positive PCR test 	<ul style="list-style-type: none"> Call your leader to report a positive test. Stay home for 5 days or until symptoms have improved and you remain fever-free for at least 24 hours, <u>whichever is longer</u>. For up to 5 days following your period of sick leave (10 days total) you must wear a mask at all times when around others at work. This means you should eat or drink alone, away from others.
	Negative <ul style="list-style-type: none"> PCR test; OR 2 rapid tests (taken more than 24 hours apart from each other) 	<ul style="list-style-type: none"> Stay home if you are unwell. Call your leader on how to proceed. You may return to work once symptoms have improved and you remain fever-free for at least 24 hours.
	<ul style="list-style-type: none"> 1 rapid test 	<ul style="list-style-type: none"> Call your leader. Make arrangements to get a rapid test.
	No test available	
No Symptoms	Positive A positive test is: <ul style="list-style-type: none"> 2 positive rapid test (taken more than 24 hours apart from each other); OR 1 positive PCR test 	<ul style="list-style-type: none"> Call your leader to report a positive test. Stay home for 5 days; or if you develop symptoms stay home until symptoms have improved and you remain fever-free for at least 24 hours, <u>whichever is longer</u>. For up to 5 days following your period of sick leave (10 days total) you must wear a mask at all times when around others at work. This means you should eat or drink alone, away from others.

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.

Leaders must use the [COVID-19 intake form](#) to report an employee's positive COVID-19 test.

When can you return to work?

