

March 13, 2020

## Staff travel during COVID-19

Effective immediately any staff that have travelled outside of the country are now required to self-isolate for 14 days. Individuals are not permitted to go to their worksite until they have completed this isolation period.

All NSHA employees who have travelled outside of Canada and are symptomatic are required to call **1-833-750-0632** (Occupational Health) to report that they have returned home. They will be assessed on the call. This includes employees who are symptomatic and have travelled outside of Canada over the past 14 days. Employees are to call this number and **not 811**.

If an employee is asymptomatic they must contact their manager (*do not call the toll free Occupational Health number*) and may be placed on one of two statuses: 1) working from home or 2) on paid administrative leave.

- 1) If an employee is asymptomatic and able to work from home, they will be paid for work performed at home;
- 2) If an employee is asymptomatic and is in a position that is unable to be performed at home they will be placed on paid administrative leave for the 14-day isolation period. Details of their individual compensation will be confirmed by local Human Resources departments.

Employees who are sick will follow the usual sick pay provisions available to them. Further information on sick pay provisions can be confirmed with local Human Resources or Payroll departments.

If you are scheduled to be on vacation over the next 60 days, please see your manager to discuss the vacation plans. Based on the most recent Government of Canada directive, all employees are encouraged to cancel any out of country travel plans. It should be noted that a manager may deny vacation requests where there is a reasonable operational concern to limit the number of people on vacation.