

	Extraordinary Pandemic Leave Plan Policy	Effective Date:	March 19, 2020
		Date of last review:	March 18, 2020

Recognizing the extenuating circumstances related to the COVID-19 pandemic, the Richmond Public Library (“the Library”) implemented the following policy to address the current issues and concerns related to the COVID-19 pandemic. This policy may be amended, rescinded and/or replaced as appropriate.

1. Symptoms of Coronavirus/COVID-19

The known symptoms of COVID-19 are similar to other respiratory illnesses, including the common cold and the flu. They include coughing, sneezing, fever, sore throat and/or difficulty in breathing. One person with COVID-19 may only experience mild symptoms, while another may experience more serious symptoms. A person can be infectious without having symptoms.

2. Responsibilities

Employers and employees have a **collective duty** to maintain a safe workplace. Employers have a duty to protect employees from work-related hazards, including any infectious disease that may pose a risk to employees. Employees should refer to the local health authorities <http://www.vch.ca> for guidance on precautionary measures for good hygiene practices. Employees in turn have a duty to protect their own health and safety and the health and safety of others in the workplace. This duty includes complying with the guidelines and directions provided by the various government authorities.

Our collective duty is to keep the workplace and our communities safe. Employees are asked for their full cooperation.

3. Business Travel

3.1 In an effort to prevent the spread of illness, business travel shall be limited and will require written approval by Chief Librarian.

4. Other Travel

4.1 Travel abroad is not recommended for vacation or any other purpose. Before travel, employees are advised to consult the health authority sites and travel.gc.ca.

4.2 The decision regarding personal travel is up to the employee, but if they do choose to travel outside of Canada, the Library will adhere to the applicable provincial and federal requirements for self-isolation.

5. Leave related to COVID-19

- 5.1 Regular Full-time; Regular Part-time; Temporary Full-time and Temporary Part-time who are entitled to Sick Leave:
- (a) If an employee feels sick and does or does not test positive for COVID-19, the employee should self-isolate for 14 days and normal recording procedures due to illness will apply;
 - (b) If an employee has exhausted all or some of their Short Term Sick leave, feels sick and does or does not test positive for COVID-19, the employee should self-isolate for 14 days and the Library will bridge any days until the employee qualifies for Medium Term Sick Leave (“MTSL”) with paid Extraordinary Pandemic Leave (“EPL”);
 - (c) If an employee has to self-isolate as medically directed to do so, the Library will provide EPL for the 14 day self-isolation period. If the employee subsequently becomes sick during this period, then (a) or (b) are applicable;
 - (d) If an employee has travelled on a trip that began after March 12, 2020 or if they choose to travel to a destination that has a Level 2 or higher advisory due to COVID-19, upon return they are required to self-isolate for 14 days and will be on unpaid leave, unless the employee chooses to use vacation or other banked time. If the employee subsequently becomes sick during this period, then (a) or (b) are applicable.
- 5.2 Temporary Full-time and Temporary Part-time* and Auxiliary staff who are not entitled to Sick Leave:
- (a) If an employee feels sick and does or does not test positive for COVID-19, the employee should self-isolate for 14 days and the Library will provide EPL for the days the employee has been scheduled to work until the employee is cleared to return to work;
 - (b) If an employee has to self-isolate as medically directed to do so for 14 days, the Library will provide EPL for the days the employee has been scheduled to work. If the employee subsequently becomes sick during this period, then (a) is applicable;
 - (c) If an employee has travelled on a trip that began after March 12, 2020 or if they choose to travel to a destination that has a Level 2 or higher advisory due to COVID-19, upon return they are required to self-isolate for 14 days and will be on unpaid leave, unless the employee chooses to use vacation or other banked time. If the employee subsequently becomes sick during this period, then (a) is applicable.
- 5.3 If an employee has concerns about the health of their co-worker (Co-worker), and wishes to self-isolate as a result, the employee must report their concern to their Manager who will determine whether to request that the Co-worker be sent home to self-isolate. The Library will provide the Co-worker with EPL coverage as per 5.1 and 5.2.

- 5.4 Where Federal or Provincial government provide additional wage protection benefits through Employment Insurance or other means, the parties will work to ensure such benefits are utilized by Employees to offset the EPL that would be provided by the Library to keep the employee whole.

6. Closure of Facilities

In the event that a facility needs to be closed, the Library will comply fully with the requirements of the Collective Agreement and any other statutory notice and will explore appropriate options for reassignment.

7. Remote work

Consideration will be given to remote work arrangements where practical and with approval of the Chief Librarian.

8. Updates

The Library will continue to provide current updates and will revisit this policy and amend, rescind, and/or replace as appropriate as events evolve.

9. Reporting

Employees are asked to contact Human Resources for any further questions about the issue or on becoming aware of any suspected exposure within the workplace. Everyone needs to take reasonable steps to prevent the risk of spread.

10. Resources

- 10.1 [VCH Public Website](#)
- 10.2 [Health Link BC](#)
- 10.3 [BC CDC](#)
- 10.4 [Fraser Health Authority](#)
- 10.5 [Public Health Agency of Canada](#)

11. Abuse

This use of this policy will be closely monitored for potential abuse and if such abuse occurs, it will be reported to the Chief Librarian for appropriate action. Management reserves the right to request verification from anyone who has been provided with EPL under this policy.

* Temporary Full-time and Temporary Part-time employees are not eligible for sick leave during the first 3 months of their assignment.