

City of Regina  
***Employee Guide***  
**COVID-19**

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**Please take a moment to read this guide and feel free to share it with your co-workers. This guide will be updated regularly to ensure you have the most up to date information.**

For more employee information visit [CityConnect](#). For health information visit the [Ministry of Health website](#).

Novel Coronavirus will be referred to as COVID-19 throughout this guide.

## **A Message from the City Manager** *Added May 14*

COVID-19 has temporarily changed what 'every day' means to our organization and our community. At the City, we are working to balance the 'every day' for the foreseeable future while providing critical services.

As we make every effort to help contain the spread of COVID-19, we are adjusting our services to ensure the health and safety of our workforce and our citizens. COVID-19 has impacted us all – our colleagues, family and friends. It has changed how we work, live and play. Please make sure you are looking after your physical, emotional and mental health, as well as that of your family.

I want to acknowledge the tremendous amount of work that has gone into responding to the COVID-19 pandemic to date. I know our employees care about the community, and it shows now, more than ever. Every area of this organization has come together, as One City – One Team, to truly impact the health of our friends and families, and to care for the most vulnerable citizens in our community.

I'm proud that our work in responding to COVID-19 has demonstrated that we are an organization that can be agile and respond quickly to a changing and challenging environment. There are still unknowns and questions on many fronts, but I am confident that we have the people in place and expertise at hand to get us there. I know we'll get through this together and be stronger as a result.

Sincerely,

Chris Holden,

City Manager

# 1. Resources for Employees

## 1.1 Terminology Updated November 2

<b>Term</b>	<b>Definition</b>
<b>Direct Close Contact</b>	Less than 2 metres (6 ½ feet) and a contact time of greater than 15 minutes who has a confirmed or probable case of COVID-19.
<b>Physical (Social) Distancing</b>	Minimize close working contact with others, including: <ul style="list-style-type: none"><li>• Avoiding crowded places and non-essential gatherings.</li><li>• Avoiding common greetings, such as handshakes.</li><li>• Limiting contact with people at higher risk like older adults and those in poor health.</li><li>• Keeping a distance of at least 2 arms-length (approximately 2 metres) from others.</li><li>• Wear a mask.</li></ul>
<b>Hand Sanitizer</b>	Alcohol based hand sanitizer which consists of greater than 60% ethyl alcohol.
<b>Hand Hygiene</b>	Washing hands frequently with soap and water or using alcohol-based hand sanitizer.
<b>Incubation Period</b>	The time from the moment of exposure to an infectious agent until signs and symptoms of the disease appear. For example, the incubation period for chicken pox is 14-16 days.
<b>Respiratory Hygiene</b>	Coughing/sneezing into a tissue or your elbow/arm.
<b>Seasonal Influenza</b>	Commonly known as “the flu”, is a highly contagious infection of the airways caused by influenza viruses. These viruses circulate annually during the winter season in the Northern Hemisphere.
<b>Transmission Mode</b>	Infectious diseases are commonly transmitted through direct person-to-person contact.
<b>COVID-19</b>	A new strain of coronavirus. It is a virus that has not circulated in humans before.

## 1.2 City Resources and Contacts

The table below identifies important City resources and contacts for concerns and questions related to seasonal influenza and COVID-19.

Resource	Purpose / Use	Contact
<b>Workplace Health &amp; Safety</b>	Questions and concerns on the topic of COVID-19 related to employee absences and workplace health and safety concerns.	306-777-7116 <a href="mailto:hadmin@regina.ca">hadmin@regina.ca</a>  <a href="#">Your Workplace Health Consultant contact</a>
<b>Client Services &amp; Labour Relations (CSLR)</b>	Questions and concerns on the topic of COVID-19 that are related to labour relations or collective agreements.	306-751-4154 <a href="mailto:labourrelations@regina.ca">labourrelations@regina.ca</a>
<b>Employee Service Centre</b>	Questions or clarification on how to code employee time in relation to COVID-19.	306-777-7213 <a href="mailto:EMPCENTER@regina.ca">EMPCENTER@regina.ca</a>
<b>FSEAP</b>	Information related to the Family Services Employee Assistance Program.	1-866-757-6620 <a href="#">FSEAP</a>
<b>Innovation, Energy &amp; Technology</b>	Working from home accommodations (VPN, Citrix, device availability).	306-777-7980 <a href="#">TDI Online Service Desk</a>

## 1.3 External Resources and Information

The table below identifies important external resources and information related to seasonal influenza and COVID-19.

Resource	Purpose / Use	Links and Contacts
<b>Government of Canada</b> <i>Added May 1</i>	Income Supports and Benefits.	<a href="#">COVID-19 benefits and services</a>
<b>Government of Saskatchewan</b> <i>Updated May 1</i>	Local risk and cases of COVID-19, self-isolation information, self-assessment.	<a href="#">Saskatchewan Government – COVID-19</a>  <a href="mailto:COVID19@health.gov.sk.ca">COVID19@health.gov.sk.ca</a>  <a href="#">Re-Open Saskatchewan plan</a>
<b>Public Health Agency of Canada</b>	COVID-19 updates from the federal government, resources and tools.	<a href="#">Public Health Agency of Canada</a>
<b>World Health Organization (WHO)</b>	COVID-19 travel advice, international resource.	<a href="#">WHO COVID-19</a>
<b>Infection Prevention and Control Canada</b>	COVID-19 hotline.	Coronavirus Hotline: 1-833-784-4397

## 2 General Safety Information

### 2.1 COVID-19 Background Information

The virus first appeared in the winter of 2019 and, because of the rapid manner it moved around the world, it was declared a public health emergency of international concern by the World Health Organizations (WHO) in February 2020 and characterized as a pandemic on March 11, 2020 because of the speed and scale of transmission. In most cases COVID-19 presents as a relatively mild flu with most people recovering within a few days. More severe symptoms may occur in some people, particularly those with certain underlying medical conditions.

As with the seasonal flu, symptoms include a sudden onset of respiratory illness with a fever (temperature greater than 38 degrees C or 100.4 degrees F), dry cough and difficulty breathing.

The Saskatchewan Health Authority (SHA) is the lead on COVID-19 efforts in Saskatchewan. The City continues to monitor COVID-19 in partnership with the provincial government and the Government of Canada and are acting in response to their direction.

### 2.2 Infection Prevention Control Guide *Updated May 1*

It is important to take steps, both at home and at work, to help prevent the spread of influenza and other viruses to co-workers, friends, family and the public. The most effective actions you can take to prevent the spread of infection are listed in the table below, along with the corresponding health rationale.

<b>Activity</b>	<b>Action</b>
<b>Hand Hygiene</b>	Wash your hands often with soap and water. If hand washing facilities are not available, clean your hands using hand sanitizer.  Refrain from shaking hands or hugging.
<b>Cough Etiquette</b>	Cover your mouth and nose with a tissue or cough/sneeze into your arm/elbow. Discard the tissue into the regular garbage. Avoid coughing/sneezing into your hand (be sure to wash your hands immediately if you do).
<b>General Hygiene Practice</b>	Avoid touching your eyes, nose or mouth after shaking hands or touching hard surfaces like door handles. After touching these surfaces disinfect your hands with hand sanitizer or wash with soap and water.
<b>Environmental Decontamination</b>	Disinfectant wipes can also be used on items such as telephones and computer keyboards.
<b>Self-Isolation</b>	Stay away from work and avoid public places when experiencing symptoms.

<b>Activity</b>	<b>Action</b>
<b>Wearing Masks</b> <i>updated November 18</i>	<p>Public Health Orders issued by the Chief Medical Health Officer supersede City recommendations. Refer to the <a href="#">SHA website</a> to see the most up to date information on mandatory masks.</p> <p>Wearing non-medical masks is an added layer of protection to help reduce the spread of droplets, even before you have symptoms. In support of this proactive health and safety measure, all City of Regina employees were provided two non-medical, cloth masks.</p> <p>For work purposes, if a task does not allow for safe physical distancing of 2 metres for the duration of the task and all other control measures cannot be utilized, follow the process identified through your department’s typical hazard identification process.</p>
<b>Shopping</b> <i>added May 1</i>	<p>Use hand sanitizers at the entrance of the store, if they are available. Bring your own clean reusable grocery bags (if permitted) or consider using bags provided at retail. Keep your distance from other people while shopping (at least 2 arms lengths, approximately 2 metres). Avoid touching items you are not going to take. Avoid touching your eyes, nose and mouth. Use hand sanitizers when exiting the store, if they are available. Wash your hands when you get back home. Wash your hands after handling food and food packaging. Wearing a non-medical mask is encouraged in all public places.</p>
<b>Deliveries</b> <i>added May 1</i>	<p>Use contactless payment whenever possible: key fob, pay online, tap and go, mobile payments. Ask for contactless delivery if available. Have your food dropped off at the doorstep. Keep your distance from the delivery person (at least 2 arms lengths, approximately 2 metres). Wash your hands after handling the delivery.</p>

Information sources: [Saskatchewan Health Authority](#), [Public Health Agency of Canada](#) and the [World Health Organization](#)

### 2.3 What should I do if I think I have COVID-19?

Under no circumstances should an employee attend work if they have a fever. If you have mild respiratory symptoms, practice basic respiratory and hand hygiene and, if possible, stay home until you have recovered.

If you have symptoms such as fever, cough and difficulty breathing or have been exposed to someone who has COVID-19, stay home and call Health Line 811. If you are not seriously ill, do not go to the physician’s office, a health care facility or a lab without consulting with Health Line 811 first. Call 911 if you are seriously ill and need immediate medical attention and inform them that you may have COVID-19.

### 2.4 Self-Isolation

[Self-isolating guidelines](#) are to be followed only when SHA asks an individual to self-isolate.



## 2.5 COVID-19 Virus Spread and Safe Practices *Added May 1*

According to the [Saskatchewan Health Authority](#), the infection transmits via coughing and sneezing (droplet transmission). It can also be spread by touching surfaces with the virus on it and then touching your mouth, nose or eyes before washing your hands. The [Centres for Disease Control](#) states that the virus that causes COVID-19 is spreading very easily and sustainably **between people**. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

While it is not yet known exactly [how long COVID19 lives on surfaces](#), preliminary evidence suggests it can live on objects and surfaces from a few hours to several days. It depends on different conditions, such as temperature, type of surface and humidity of the environment. Surfaces frequently touched with hands are most likely to be contaminated.

The [Public Health Agency of Canada](#) (PHAC) advises that there is currently no evidence to suggest that food is a likely source or route of transmission of the virus and there are currently no reported cases of COVID-19 transmission through food. People are unlikely to be infected with the virus through food.

Coronaviruses are killed by [common cleaning and disinfection methods](#) and by cooking food to [safe internal temperatures](#). Learn more about [food safety](#).

### 3 City Response Plan

#### 3.1 City of Regina Approach to COVID-19

The City of Regina is working closely with the Saskatchewan Health Authority (SHA) to monitor COVID-19, share information and assess any potential health risks.

The City has responded with a number of decisions, some of which are detailed in this guide. The Emergency Operations Centre (EOC) cross departmental task team continues to monitor the situation and will continue to determine the appropriate action that is needed.

#### 3.2 Employee Roles, Responsibilities and Expectations

Everyone plays an important role in reporting and investigating near misses, unsafe work observations and incidents. Knowing your role and participating in the reporting and investigations processes builds a stronger safety culture.

Role	Responsibilities and Expectations
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Inform supervisors if you are unable to attend work.</li> <li>• Call in to your supervisor and stay home if you have flu like symptoms.</li> <li>• Attend work if you are healthy unless on approved leave.</li> <li>• Follow appropriate hand and respiratory hygiene practices to prevent the spread of illness.</li> <li>• Treat everyone with respect as per the Respectful Workplace Policy.</li> <li>• If unsure of your ability to work, call and speak with your supervisor to discuss.</li> </ul>
<b>Managers &amp; Supervisors</b>	<ul style="list-style-type: none"> <li>• Be there for their employees. Ensure that employee concerns and questions are being answered. Seek answers by contacting your Client Services and Labour Relations (CSLR) representative. When absent, ensure a designate is available to carry out these responsibilities.</li> <li>• Continue to monitor attendance levels of staff and assess the impact of absences on the provision of service. If services are impacted or are likely to be impacted, be sure to immediately inform your Director/Branch Manager.</li> <li>• Consider operational impacts of employee requests but exercise flexibility when considering request for leaves, particularly if the employee has a person in care who is ill.</li> <li>• Maintain confidentiality of medical information. Do not send emails to various persons discussing details of an employee's absence/travel history.</li> <li>• Communicate information to staff as it becomes available.</li> <li>• Maintain a calm work environment.</li> <li>• Maintain a respectful workplace.</li> <li>• Continue to record employee absence. Refer to <a href="#">Time and Attendance – EmpCenter Tracking/Coding</a> chart appended to this guide.</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Provide the latest information to employees via <a href="#">CityConnect</a> and direct communication with managers.</li> <li>• Respond to workers' questions. Refer to the:               <ul style="list-style-type: none"> <li>○ City Resources and Contacts (page 4)</li> <li>○ External Resources and Information (page 5)</li> </ul> </li> </ul>

### **3.3 Travel Restrictions and Considerations** *Updated November 2*

As of March 14, 2020, all out of country business travel is suspended. Essential interprovincial travel requires Executive Director approval. Out of country and interprovincial leisure or personal travel is not recommended. If employees choose to travel out of country, you are required to advise your manager/supervisor when requesting approval. These restrictions and impacts apply to all City of Regina employees, consultants, contracted employees and those whose travel is funded by the City of Regina.

An official global travel advisory is in effect. For details, please keep up to date with the [Government of Canada](#) website.

### **3.4 COVID-19 Compensation and Leave**

The *Employee Risk Assessment Guide* (Appendix 2) has been developed to help supervisors navigate next steps in situations where an employee is worried that they may be at risk of contracting COVID-19.

The City has put together an *Employee Compensation and Leave FAQs* (Appendix 1) on compensation and benefits that are specific to COVID-19. These guidelines will help protect you, our community and our organization. If you are sick, self-isolating or require accommodation relating to COVID-19, these guidelines are available for all employees.

Additional information is provided within the FAQs for supervisors to clarify time reporting and how to support employees in various situations. As the situation evolves, any changes will be updated in this Employee Guide and communicated to employees.

### **3.5 Employee Risk Assessment Guide for Supervisors**

In addition to the *Employee Risk Assessment Guide for Supervisors* (Appendix 2), the online [Self-Assessment Tool](#) recommended by SHA will help determine whether someone should be tested for COVID-19.

Good communication between employees and their supervisor is vital to keeping everyone healthy and safe. Employees are expected to advise their supervisor of the results of the online self-assessment to develop a plan to return to work or remain at home.

### **3.6 Work from Home Guidelines** *Updated November 2*

The City is taking precautionary measures to help prevent the spread of the coronavirus. Supervisor approval is required to work from home.

Consistent with the provincial state of emergency that was declared, effective March 23, 2020 employees who could work from home, where appropriate, were instructed to do so as much as possible. The nature of the work was a determining factor in whether it could effectively be done remotely. Not all work or occupations can be done from home.

At a minimum, employees working remotely are required to check in with their supervisors once in the morning, and again at the end of their workday.

Please refer to the [Telework Guidelines](#). For the next while, in-home ergonomic/safety inspections will not be required. We recommend employees use the Telework Location

Inspection Checklist and Computer Workstation Checklist to assist them with both the Telework Location Requirements and proper set-up of their workstation.

Refer to CityConnect for more information on [ergonomics](#) and additional resources to help support your [work from home](#).

Facilities Services has developed a process to allow employees to take home their current task chair from their office:

- Submit a Facilities Cherwell Request to track the asset.
- Employees are responsible for transporting the chair.
- Once the chair is relocated to the employee's home, Facilities will not be able to repair any malfunctions until the chair is returned permanently to the office.

If an employee has any concerns or questions or is unable to transport their chair safely, please contact Facilities Building Services and we will work with the employee to find an appropriate solution.

The Flexible Work Arrangements Pilot is underway with two departments: Innovation, Energy & Technology and Waste, Water & Environment.

There are three models of work:

- Primary Office – employees have a dedicated workspace at a City of Regina facility and work most of the time in a City facility.
- Primary Remote – employees have no dedicated workspace at a City of Regina facility. Most work is completed remotely. These employees will visit City facilities from time to time as required.
- Mobile Worker – employees share a workspace in a City facility. These employees work up to 50 per cent of their time in a City facility, with the remainder remote.

This is a significant change in our approach to managing telework. The pilot will guide further refinement and improvement over the next several months, before rolling it out across the organization.

### **3.7 Corporate Life Safety Program Added May 1**

With many employees working from home, our trained Life Safety Officers may not be present at City owned and operated facilities. If you are working at a City facility:

- Review the current Life Safety Plan and become familiar with the implementation steps. Life-Safety plans are posted on the OH&S Boards in each facility.
- Be aware of who is working with you in the facility or on your floor. Work together in the event of an emergency.
- When working alone, review the Working Alone Guidelines.
- Advise your supervisor that you are alone, check in with them every 2 hours and advise when you are leaving the facility.
- If there is an emergency in your building which requires evacuation, evacuate and then call 911.
- When you are safely out of the building contact your supervisor to advise them of the emergency.
- For all other life-saving emergency's contact 911.

If you are working at home, review your home Life Safety Plan with your family and practice it. If you don't have a home emergency plan, now is a great time to develop and implement one.

### **3.8 Physical Distancing** *Updated December 7*

Physical distancing refers to measures you can take to reduce the likelihood of you, your family or your co-workers coming into contact with COVID-19. It's a matter of minimizing controllable risks, focusing on safety and being practical.

We're asking staff to follow and encourage physical distancing, including transitioning from face-to-face meetings and moving to virtual meetings and conference calls. You should be making changes in your everyday routines to minimize close working contact with others, including:

- Wear a mask.
- Avoiding crowded places and non-essential gatherings.
- Avoiding common greetings, such as handshakes.
- Limiting contact with people at higher risk like older adults and those in poor health.

Keeping a physical distance of at least 2 arms lengths, approximately 2 metres from others. Physical distancing has been implemented when using City vehicles. As of April 3, 2020, these vehicle usage measures are to be observed:

- All attempts shall be made to have 1 employee per vehicle.
  - Regular single bench cab – 1 person.
  - Crew cab – 1 driver, 1 rear passenger side occupant (diagonal).
- When 2 employees are required to be in the same vehicle, a self-declaration shall be completed, signed and kept with the vehicle during the transportation and a N95 respirator/mask or equivalent is recommended.

See Appendix 4 for the Worker Distance Guidelines Poster.

### **3.9 Masks** *Updated December 7*

Public Health Orders on mandatory masks issued by the Chief Medical Health Officer supersede City recommendations. Refer to the [SHA website](#) to see the most up to date information on mandatory masks.

There are currently global shortages of PPE, including N95 masks. The City's supply of N95 masks is limited. We will continue to source more N95s as well as N95 equivalent masks. See Appendix 5 for a comparison chart sourced from 3M Canada and authorized by the Province to compare products to the N95 mask.

There are three types of masks:

- **N95:** medical grade mask that seals to the wearer and is able to filter approximately 95% of airborne virus particles.
- **N95 Equivalent:** meets a similar standard (94-95% filter performance) to the N95 but has a different certification process based on its geographical region.
- **Non-medical:** mask made from fabric, typically cotton, limits the transmission of droplets by the wearer into the environment by acting as a physical barrier. This

mask does not seal to the wearer and does not provide filtration of virus-sized particles if aerosolized.

Reusing masks is encouraged, where possible, for as long as a proper seal can be achieved, and the mask has not been damaged or clogged.

The [Public Health Agency of Canada](#) has adjusted its guidance to include non-medical/homemade mask use as an additional measure to protect those around the wearer, particularly for short periods of time where physical distancing is not possible. All City employees have been provided two, non-medical reusable masks. Their [purpose and limitations](#) should be understood by employees.

Fire & Protective Services will continue to require N95 masks in response to medical calls.

### **3.10 Workplace Exposure** *Updated December 7*

If an employee has been in close contact with an employee who has tested positive for COVID-19, they will be notified by SHA. If an employee has tested positive for COVID-19 but there is no risk of transmission in the workplace, co-workers will not be notified. When activated, leaders are reporting confirmed cases to the EOC and ELT. Employees are asked to disclose a positive COVID-19 result, regardless of their work location.

### **3.11 Work Refusals** *Added May 4*

During this unprecedented time of the COVID-19 pandemic, many of us are concerned about our health, the health of our families and community. The discomfort we feel may very well present itself as a genuine concern for your safety in the workplace. It's important to know that the City continues to provide a healthy and safe environment for all our employees.

The health and safety dynamics as a result of this pandemic change daily and even hourly. The Workplace Health and Safety team are guiding changes in the way City of Regina employees complete their work in alignment with the Saskatchewan Health Authority and the Ministry of Labour Relations and Workplace Safety. It is important now more than ever to work together to make these changes effectively and communicate them quickly to the people that are most impacted.

When exercising the right to refuse, workers must have reasonable grounds to believe that the job is unusually dangerous to the worker or others.

#### [Saskatchewan Employment Act](#) (SEA) (3-31)

*A worker may refuse to perform any particular act or series of acts at a place of employment where the worker has reasonable grounds to believe that the act or series of acts is unusually dangerous to the worker's health or safety or the health or safety of any other person at the place of employment until:*

- (a) sufficient steps have been taken to satisfy the worker otherwise; or*
- (b) the OHC has investigated the matter and advised the worker otherwise*

THE INTENT OF SEA 3-31:

- The right to refuse must not be abused.

- Refusals apply to Occupational Health and Safety (OHS) issues and are an individual's right, not the right of a group.
- Not be used to address labour relations or human rights issues.
- The refusing worker is protected from discriminatory action.

For more information please review the employee communication on Work Refusals.

### **3.12 Training and the Learning Calendar** *Updated November 2*

Most Learning Calendar offerings will be held virtually through Microsoft Teams. Employees must have access to a computer with speakers and a microphone to complete online courses. If employees do not have regular access to a computer with a microphone and camera, their supervisors/managers will be required to help make these arrangements. For questions, reach out to the [Learning Team](#).

### **3.13 Union and Association Communication** *Added May 1*

People and Organizational Culture leaders are frequently meeting with Union and Association representatives to share information, collaborate and maintain good working relationships.

### **3.14 Workplace Cleaning** *Added May 1*

Cleaning and disinfecting surfaces at the workplace is more important than ever. Extra measures have been taken to decrease the spread of the virus. Surfaces frequently touched with hands are the most likely to be contaminated. These surfaces include, but are not limited to doorknobs, handrails, elevator buttons, light switches, handles, countertops, electronics, tools, equipment and vehicles that are shared.

It is not yet known how long the virus causing COVID-19 lives on surfaces; however, early evidence suggests it can live on objects and surfaces from a few hours to days ([Public Health Agency of Canada](#)). By touching these surfaces, employees can transfer pathogens to their eyes, mouth or nose; or, spread germs to other commonly touched surfaces, that could further spread the disease.

Cleaning and disinfecting are completed to reduce the probability of contact with the virus. For more information on how to keep your workplace/area clean, please refer to the SOP for [COVID-19 Cleaning and Disinfecting](#).

## 4 Supports

### 4.1 Family Services Employee Assistance Program *Updated November 2*

Recent events have an impact on everyone and we each respond differently to these events. The [Family Services Employee Assistance Program \(FSEAP\)](#) is available to all employees, including those on leave, and provides you and your family with immediate and confidential support to work through work, family, health, and life challenges. FSEAP has options for both in-person and remote counseling, in addition to a large range of resources on their website. Please take care of your mental health as well as your physical health during this time.

### 4.2 Respectful Workplace *Added May 1*

All employees are accountable for their own behaviour and will foster a respectful workplace by displaying behaviour that is appropriate and professional; as is stated in the [Respectful Workplace Policy](#). During this time of adjusting to new working environments and heightened stress and anxiety, it is important to remember to support each other and be our best selves to work together as one team.

### 4.3 COVID-19 Benefits and Services *Added May 1*

Service Canada recommends people should apply for Employment Insurance as soon as they receive notice of layoff or leave of absence even if they don't have all the required documents. The documents can be submitted later. Visit the [COVID-19 Benefits and Services](#) for application details or to see if you may qualify for the following benefits.

### 4.4 Employment Insurance Sickness Benefit

Employment Insurance (EI) sickness benefits can provide you with up to 15 weeks of financial assistance if you cannot work for medical reasons. You could receive 55% of your earnings up to a maximum of \$573 a week. You must get a medical certificate to show that you're unable to work for medical reasons. Medical reasons include illness, injury, quarantine or any medical condition that prevents you from working.

### 4.5 Canada Recovery Sickness Benefit

The Canada Recovery Sickness Benefit would provide \$500 per week, for up to 2 weeks, effective September 27, 2020 for 1 year, for workers who are unable to work because they are sick or must self-isolate due to COVID-19.

### 4.6 Canada Recovery Caregiving Benefit

The Canada Recovery Caregiver Benefit, would be effective from September 27, 2020 for 1 year, and provide \$500 per week, for up to 26 weeks per household for eligible Canadians to provide care to children or support to other dependents who had to stay home due to COVID-19.



## COVID-19 Employee Compensation and Leave FAQs

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

Complete the Saskatchewan Health Authority (SHA) [self-assessment tool](#) and if required, call 811 for additional instructions. They will advise what next steps should be taken. Contact your supervisor as soon as possible to update them on your situation.

### 2. What if I test positive for COVID-19?

If you have COVID-19, do not attend work. You can use your sick leave entitlement bank and other entitlements such as Scheduled Day Off (SDO), vacation, time-in-lieu or leave without pay for the duration of your illness. Once your sick bank has been exhausted and any other chosen entitlement banks have been used, your supervisor will complete an exit form to place you on an unpaid leave of absence. A record of employment will be issued to Service Canada so you can apply for EI benefits (the usual waiting period has been removed for COVID-19 by the federal government).

### 3. What if I think I should self-isolate based on the SHA recommendations (whether or not I have symptoms)?

Check with 811 first for instructions. If you are advised from SHA through 811 that you should self-isolate, provide that advice to your supervisor, and the City will determine if you are able to work from home. If these arrangements are not possible, employees can use their entitlement banks or EI benefits through Service Canada may be available.

As of March 14, 2020, the Public Health Agency of Canada has classified ALL countries as Level 3. This means non-essential travel is not recommended outside of Canada. Employees who have travelled abroad or on a cruise ship and are returning home on or after March 14, 2020 are required to self-quarantine at home for 14 calendar days.

#### **Employees who left the country prior to March 16, 2020:**

Upon return, employees will be required to self-isolate at home for 14 calendar days. During this time, employees will work remotely where possible.

#### **Employees who leave the country on or after March 16, 2020:**

Upon return will be required to self-isolate at home for 14 calendar days. If arrangements have been made with their Manager prior to vacation approval, employees may be able to work remotely. If unable to work remotely, employees will use their sick leave entitlement banks. If sick leave entitlement bank is exhausted, employees may use other entitlements including vacation time, SDO or time-in-lieu options. If none of the previous are available, employees can apply for benefits through Service Canada.

### 4. What if I need to be home to care for someone due to a school or childcare closure?

The first step is to consult with your supervisor on alternate hours of work or working from home if possible, until alternative care for your dependent(s) can be arranged. If alternative working arrangements cannot be made, various entitlement banks can be utilized. Leave without pay may be used to provide a reasonable period of time to secure alternate care arrangements.

If you need to remain at home long-term to provide childcare, work with your supervisor to determine if alternate working arrangements can be made, or if working from home is a possibility. If those options are not possible, employees may access entitlements banks. If entitlements banks are exhausted, employees should inquire about EI benefits (the usual waiting period has been waived for COVID-19). If EI benefits are not available, leave without pay may be utilized.

**5. What if I prefer to work from home because I am concerned about contracting the illness from others?**

The City is taking a proactive approach to prevent the spread of the virus and consideration is being made to determine which employees can work from home. Consult with your supervisor if work can reasonably and appropriately be done from home. Please refer to the *Telework Guidelines*. For the next while, in-home ergonomic/safety inspections will not be required. We recommend employees to use the Telework Location Inspection Checklist and Computer Workstation Checklist to assist them with both the Telework Location Requirements and proper set-up of their workstation.

**For employees who are in positions where the nature of work is such that they are unable to work from home:**

Consistent with the information provided by the SHA, employees are asked to continue attending work and to practice physical distancing and other preventative measures such as hand hygiene. If you remain concerned and you don't have any known COVID-19 risk factors, subject to discussion and approval from your supervisor, you may use your various entitlement banks.

**6. Will these absences count as a sick time "incident" under the *Attendance Support Policy*?**

No, none of these absences related to COVID-19 will contribute to the record of sick time incidents for an employee.

**7. Will taking time off impact my recall status?**

No, employees will be recalled dependent on operational needs.

## Additional Information

### Employment Security

The City of Regina cares about its employees, their families and the community. We recognize the global pandemic has an impact on everyone. In the interests of employee and public safety, difficult decisions have been made to close City-operated facilities, including City Hall. These decisions have impacted the employment stability for many employees.

Please be assured that when normal operations resume, employees will have jobs to return to. Recent amendments to the *Saskatchewan Employment Act* ensure job protection for employees during this public health emergency.

### Additional Information for Supervisors Updated November 2

#### Time and Attendance – EmpCenter Tracking/Coding

New attendance codes have been developed in EmpCenter to support tracking of COVID-19 situations.

EmpCenter Code(s)	Situation in which codes should be applied
<p><b>COVID-19 – Sick</b> <b>COVID-19 – Time in Lieu</b> <b>COVID-19 – Vacation</b> <b>COVID-19 – SDO (scheduled day off)</b></p> <p><i>Note: Time will be deducted from the employee's chosen entitlement bank.</i></p>	<p>Employee who is away from work because:</p> <ul style="list-style-type: none"><li>• employee travels after March 16, 2020 (after travel restrictions were announced) and is required to self-isolate for 14 calendar days upon return,</li><li>• employee is ill with a confirmed case of COVID-19,</li><li>• employee is caring for someone who has COVID-19,</li><li>• employee is caring for dependent(s) as a result of school and/or day care closure,</li><li>• employee with known high-risk factors such as high blood pressure, heart disease, lung disease, cancer, diabetes, is absent from work as a precaution and is unable to work from home,</li><li>• work schedule has changed as a result of COVID-19 pandemic and employee needs to make alternate childcare arrangements, or</li><li>• employee has chosen to be away from work for personal reasons associated with COVID-19 (e.g. concern about contracting the virus and unable to work from home).</li></ul>
<p><b>COVID-19 - Unpaid</b></p>	<p>Leave of Absence – Medical</p> <p>Employee who is away from work due to an illness:</p> <ul style="list-style-type: none"><li>• and has exhausted their sick entitlement bank. Employee may elect to use their chosen entitlement banks (vacation, time in lieu, SDO) before taking an unpaid leave of absence; but they must at a minimum exhaust their sick entitlement bank prior to being placed on an unpaid medical leave.</li></ul>

	<p>Leave of Absence – Personal Employee who chooses to be away from work for personal reasons associated with COVID-19 has two options:</p> <ul style="list-style-type: none"> <li>• use their chosen entitlement banks (sick, vacation, time in lieu, SDO), or</li> <li>• submit a request to their supervisor to be placed on an unpaid leave of absence; entitlement banks <u>do not</u> need to be exhausted to be placed on an unpaid leave of absence for personal reasons.</li> </ul> <p><i>A Leave of Absence will generate a Record of Employment to apply for EI benefits.</i> <i>Benefit Premium Payments while on Unpaid Leave: For employees enrolled in benefits, arrangements must be made to pay the benefit premiums for the duration of the unpaid leave. Employees will be contacted by the Employee Service Center to discuss options.</i></p>
<b>EmpCenter Code(s)</b>	<b>Situation in which codes should be applied</b>
<p><b>COVID-19 – WCB</b>  <b><i>NEW OCTOBER 2020</i></b></p>	<p>Employees will receive WCB for self-isolation absences where the following scenarios occur:</p> <ul style="list-style-type: none"> <li>• while at work and in the course of work-related duties, an employee has been in close contact with a co-worker/s, the public or contractors who are confirmed positive COVID-19 or are presumptive COVID-19. Once confirmed positive, claims will be submitted to WCB for adjudication. Approved claims will be coded to WCB for the duration of the substantiated illness. Denied claims will be coded to sick time or other available approved entitlements.</li> <li>• employee is being tested and awaiting results or waiting to be tested for COVID-19 due to a work-related exposure and employee needs to remain at home until results are known.</li> <li>• employee is ill and absent from work with a confirmed case of COVID-19 from a substantiated work-related exposure.</li> </ul>
<p><b>COVID-19 – Isolation</b></p>	<p>Employee will receive regular pay to a maximum of 14 calendar days, for the period of self-isolation where the following scenario occurs:</p> <ul style="list-style-type: none"> <li>• employee is returning from international travel which began prior to March 16, 2020 and is required to self-isolate for 14 calendar days. The employee may or may not be able to work from home during this time.</li> </ul>
<p><b>COVID-19 – Regular Pay</b></p>	<p><b><i>This code is no longer available for use in EmpCenter</i></b></p>

## Appendix 2

### COVID-19: Employee Risk Assessment Guide for Supervisors

The following risk assessment guide has been developed to help supervisors navigate next steps in situations where an employee is worried that they may be at risk of contracting COVID-19.

This screening criterion is recommended by Saskatchewan Health Authority (SHA) to ensure the escalation to self-isolation. COVID-19 laboratory testing is considered only when deemed necessary for public safety.

#### Supervisor Risk Assessment Process:

1. **Has the employee had *close contact* (see below, as defined by SHA) with a probable or confirmed case of COVID-19?**
  - If Yes: Ask the employee to leave work, **self-isolate** at home, and complete the [COVID-19 Self-Assessment](#) online. Based on the results of this assessment, they may be referred to SHA Health Line at 811 for further assessment to determine appropriate next steps.
  - If No: Proceed to step 2.
2. **Does the employee have the following symptoms: fever and/or cough or shortness of breath?**
  - If Yes: Proceed to step 4.
  - If No: Employee is not considered to be at risk for COVID-19 at this time. Employees may continue working as per usual if they have also responded **No** to question 1.
3. **If the employee answers Yes, to any one of the questions listed below, proceed to step 4.**
  - Have you travelled outside of Canada in the past 14 days leading up to your illness?
  - Have you had **close contact** with a confirmed or probable case of COVID-19?
  - Have you had **close contact** with a person with acute respiratory illness who has travelled anywhere outside of Canada within 14 days prior to illness onset?
4. **Ask the employee to leave work, self-isolate at home for a minimum of 14 days and complete the [COVID-19 Self-Assessment](#) online. Based on the results of the online Self-Assessment, they will be directed to contact Health Line 811 only if required. Upon completion, the employee will be advised of one of the following:**
  1. Self-isolation is not required, and they may resume/report to work after contacting their supervisor. Risk Assessment ends here if this is the outcome.
  2. Continue to self-isolate at home. In this case employees may be eligible for a Work from Home arrangement while they wait for further instruction or treatment. See the [Compensation and Leave FAQ for compensation and pay code guidelines](#). If the employee tests positive for COVID-19, proceed to step 5.

**Note:** In the event you are unable to access the online Self-Assessment call Health Line directly at 811. The average response time has been affected due to volume of calls. Please remain on the line to keep your space in the queue.

5. It is very important that the employee disclose the outcome of Self-Assessment and Health Line’s assessment, the outcome of COVID-19 screening, and if they have been cleared to resume work activities or not. If the employee tests positive for COVID-19, the Supervisor must:

- Contact the City’s [Workplace Health and Safety Consultant for next steps, and arrangement of cleaning through Facility Maintenance; and,](#)
- Inform their direct supervisor of the employees COVID-19 diagnosis.

**IMPORTANT NOTE:** Unless you answer YES to one of the questions above, there’s no reason for you to self-isolate, or send others home to self-isolate. If you have an employee who has been tested for COVID-19 and received a result (both positive or negative), please reach out to your [Workplace Health and Safety Consultant on how to respond.](#)

**Close Contact** is defined as: Being within approximately 6 feet of a person with confirmed or probable case with COVID-19 for more than 15 minutes.

**For Additional Information, please contact:**

Saskatchewan Health Authority - COVID-19 Self-Assessment	<a href="#">COVID-19 Self-Assessment</a>	N/A
Government of Saskatchewan - Health Line	<a href="#">Health Line</a>	811

## Appendix 3

### Building Entry Pre-Screening

The Workplace Health & Safety team developed a pre-entry screening protocol to help keep our employees safe. Posters were delivered to all locations, see below.

Before you arrange for a vendor or contractor to enter a City building, first consider:

- Can the item be dropped off without contact? Can the business transaction be postponed or carried out in another way?
- If not, be sure to alert the vendor or contractor to our new screening protocol.



**COVID-19**  
*To help keep our employees and community safe, we require a pre-entry screening.*

**Please answer yes or no:**

- 1** Do you or anyone in your household have any of the following:
  - temperature greater than 38°C or 100.4°F
  - cough
  - shortness of breath
- 2** In the past 14 days have you returned from travel to any other locations outside of Canada? Travel includes passing through an airport.
- 3** In the past 14 days have you had close contact with someone who is confirmed as having COVID-19?

**If all answers are negative, no further precautions are necessary to enter our building. Should any of the questions be positive, refrain from entering.**

City of Regina | **REGINA**  
Infinite Horizons

Employee Distance Guidelines Poster



**Be Safe.  
Make Space.**

 **Keep 2 metres  
apart while  
you work.**

**Only 1 person  
in a single bench  
vehicle.** 

 **1 driver and 1 back  
passenger per crew  
cab with completed  
self declaration form.**

**Help contain the spread of COVID-19  
to keep our community healthy.**

City of Regina | **REGINA**  
Beyond Horizons



## Appendix 5

### 3M Canada Mask Comparison Chart

This comparison chart is authorized by the Province to compare products to the N95 mask.

Certification/ Class (Standard)	N95 (NIOSH-42C FR84)	FFP2 (EN 149-2001)	KN95 (GB2626- 20 06)	P2 (AS/NZ 1716:2012)	Korea 1 <sup>st</sup> Class (KMOEL - 2017-64)	DS (Japan JMHLW- Notification 214, 2018)
Filter performance – (must be ≥ X% efficient)	≥ 95%	≥ 94%	≥ 95%	≥ 94%	≥ 94%	≥ 95%
Test agent	NaCl	NaCl and paraffin oil	NaCl	NaCl	NaCl and paraffin oil	NaCl
Flow rate	85 L/min	95 L/min	85 L/min	95 L/min	95 L/min	85 L/min
Total inward leakage (TIL)* – tested on human subjects each performing exercises	N/A	≤ 8% leakage (arithmetic mean)	≤ 8% leakage (arithmetic mean)	≤ 8% leakage (individual and arithmetic mean)	≤ 8% leakage (arithmetic mean)	Inward Leakage measured and included in User Instructions
Inhalation resistance – max pressure drop	≤ 343 Pa	≤ 70 Pa (at 30 L/min) ≤ 240 Pa (at 95 L/min) ≤ 500 Pa (clogging)	≤ 350 Pa	≤ 70 Pa (at 30 L/min) ≤ 240 Pa (at 95 L/min)	≤ 70 Pa (at 30 L/min) ≤ 240 Pa (at 95 L/min)	≤ 70 Pa (w/valve) ≤ 50 Pa (no valve)
Flow rate	85 L/min	Varied – see above	85 L/min	Varied – see above	Varied – see above	40 L/min
Exhalation resistance - max pressure drop	≤ 245 Pa	≤ 300 Pa	≤ 250 Pa	≤ 120 Pa	≤ 300 Pa	≤ 70 Pa (w/valve) ≤ 50 Pa (no valve)
Flow rate	85 L/min	160 L/min	85 L/min	85 L/min	160 L/min	40 L/min
Exhalation valve leakage requirement	Leak rate ≤ 30 mL/min	N/A	Depressurization to 0 Pa ≥ 20 sec	Leak rate ≤ 30 mL/min	visual inspection after 300 L /min for 30 sec	Depressurization to 0 Pa ≥ 15 sec
Force applied	-245 Pa	N/A	-1180 Pa	-250 Pa	N/A	-1,470 Pa
CO <sub>2</sub> clearance requirement	N/A	≤ 1%	≤ 1%	≤ 1%	≤ 1%	≤ 1%

## Appendix 6

### Physical Distancing Self-Declaration Form



#### PHYSICAL DISTANCING SELF DECLARATION FORM

This declaration is to be completed daily for employees who may be required to be in a vehicle with another worker or whose work requires proximity of less than 2-metres of distance.

Complete this form and keep it in the vehicle during transportation.

Work Week (from/to): \_\_\_\_\_

Employee Name: \_\_\_\_\_

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Self-Declaration Questions	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
Are you experiencing any of the following symptoms, including but not limited to: <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Headache</li> <li>• Head aches and pains</li> <li>• sore throat</li> <li>• chills</li> <li>• runny nose</li> <li>• loss of sense of taste or smell</li> <li>• shortness of breath or difficulty breathing</li> </ul>					
In the past 14 days, have you been in close contact with someone who is either under investigation or confirmed as having COVID-19?					
In the past 14 days have you returned from International Travel.					
Employee Signature (every day)					

## Travel Disclosure and Vacation Approval

### Employee Communication

#### WHAT YOU NEED TO KNOW:

- Employees must disclose their intent to participate in any international travel when requesting vacation.
- Managers can deny vacation requests based upon operational requirements.
- Interprovincial travel is not recommended and requires 14 days of [self-monitoring](#) upon return.
- International travel is not recommended and requires a 14-day period of [self-isolation](#) after returning to Canada. This may have implications on an employee's ability to work.

#### INFORMATION

##### Non-essential Travel

Saskatchewan does not have a provincial travel ban in place. However, the Province's Chief Medical Health Officer continues to advise against non-essential travel outside of the province. The health and safety protocols at the City have been developed in alignment with provincial health orders and direction from the Chief Medical Health Officer.

##### Interprovincial Travel

Essential interprovincial business travel continues to require Executive Director approval. Interprovincial travel for job-related training to maintain certifications and credentials will be supported. Interprovincial leisure or personal travel is not recommended. Employees travelling interprovincially are expected to [self-monitor](#) upon their return. They are not required to self-isolate. Employees may either return to the physical workplace or, with manager's approval, work from home if their work can be performed remotely.

##### International Travel

Out of country business travel continues to be suspended and is not recommended for leisure or personal travel. An official global travel advisory is in effect. Keep up to date on requirements at the [Government of Canada website](#). If employees choose to travel internationally, they must advise their manager/supervisor. This applies to all City of Regina employees, consultants and contracted employees. Employees travelling internationally, are expected to [self-isolate](#) for 14 days upon their return and may not return to the physical workplace until the isolation period has been completed. Violation of this public health order may result in a \$2,000.00 fine. With manager approval, employees may continue to work from home during the 14-day self-isolation period, if their work can be performed remotely.

## QUESTIONS & ANSWERS

### **Do I have to disclose my vacation plans and why?**

You do not need to disclose vacation plans for interprovincial travel. You do need to notify your manager of any plans involving international travel. Individuals travelling internationally will need to isolate for 14 days upon their return. Potentially a 1-week vacation request becomes a 3-week absence.

Because COVID-19 constitutes a workplace hazard under the Canada Labour Code, your manager can lawfully request that you provide information regarding COVID-19, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.

Based on these requirements and advice from the Public Health Agency of Canada, a manager can request the following information:

1. If you are exhibiting symptoms of COVID-19 in the workplace (so that you can be asked to go home to self-isolate).
2. If you are undergoing COVID-19 testing and the result of that testing, and if you were present in the workplace while potentially infected.
3. If you were in close contact with someone diagnosed with COVID-19, as it is recommended that such a person would have to self-isolate (and therefore take leave and/or telework).
4. If you will be travelling internationally.

### **My family member in my home has returned from an international trip, has no COVID-19 symptoms and is self-isolating for 14 days. Do I need to self-isolate?**

If you have no symptoms and are living with someone who returned from an international trip, who has no symptoms but is self-isolating for 14 days, you can go to work.

If your family member has symptoms during self-isolation, you need to self-isolate until your family member has been tested for COVID-19 and you have contacted 811.

### **I've already booked an international trip – I can't afford to lose the deposit. Do I have to cancel?**

Vacation approval is required by your manager before you are able to take the time away from work.

### **Why can't we just get tested instead of quarantining after international travel?**

According to Dr. Matthew Cheng at McGill University Health Centre, there are three main reasons:

- Testing is not as likely to detect COVID-19 in people without symptoms.
- The system may not have the capacity to test all travelers without having a negative impact on the ability to test non-travelers who may need results more urgently.

- Testing too soon after exposure to the coronavirus, before viral loads are high enough to be reliably measured, can result in a false negative. That means anyone who was exposed on the plane, for example, wouldn't be expected to test positive.

The quarantine is intended to reduce risk from people who may have caught COVID-19 either on their trip or on their way back to Canada

## **Illness in the Workplace and COVID-19**

### **Employee Communication**

#### **WHAT YOU NEED TO KNOW:**

- Under Occupational Health & Safety (OHS) legislation all employees have a responsibility to comply with COVID-19 procedures.
- Leaders in our organization are responsible for the health and safety of employees and have an obligation to investigate and report confirmed cases of COVID-19.
- There are several scenarios that can present during COVID-19 testing and contact that require considerations for return to work.

#### **INFORMATION**

##### **Requesting your health information during COVID-19**

Because COVID-19 constitutes a workplace hazard under Occupational Health & Safety, employers can lawfully request employees to provide information regarding employee illness, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.

Based on these requirements and from the Public Health Agency of Canada (PHAC), a manager/supervisor can request the following information from employees:

- If you are exhibiting symptoms of COVID-19 (fever, cough, and difficulty breathing) in the workplace (and can be asked to go home to self-isolate).
- If you are undergoing COVID-19 testing and the result of that testing, and if you were present in the workplace while potentially infected.
- If you were in close contact with someone diagnosed with COVID-19, as it is recommended that such a person would have to self-isolate (and therefore take leave and/or work remotely).
- If you have travelled internationally in the last 14 days.

Finally, the City may follow up with employees to ensure a safe return to work.

##### **Reporting workplace illness**

All employees are responsible for following directions from supervisors and managers regarding reporting to work and workplace health procedures in the context of COVID-19. These duties include, among others:

- using provided safety equipment (Personal Protective Equipment)
- complying with all instructions concerning employee health and safety (staying home when sick, etc.)
- cooperating with any person carrying out a duty set out in the OHS Code

If you have [symptoms of COVID-19](#) (fever, cough, and difficulty breathing) and are at work, you should immediately:

- inform your manager/supervisor
- go home
- contact the Saskatchewan Health Authority (SHA/811) and follow their directions

In the case of working remotely:

- inform your manager/supervisor
- consult the SHA (811) in order to obtain guidance on next steps

To avoid spreading the virus to colleagues and clients you have a duty to isolate as per the direction of the Saskatchewan Health Authority (SHA) and to stay at home as long as symptoms are present, or as long as directed by the SHA.

Employees must also report any circumstance in a workplace that is likely to be hazardous to the health or safety of employees or others in the workplace. This includes reporting their own potential exposure to COVID-19 that caused or is likely to cause illness to themselves or to any other person.

Under Occupational Health & Safety, we all have a role to play to ensure our own health and safety as well as co-workers and any person who could be affected by our actions or omissions.

### Guidelines for COVID-19 Testing and Contact Scenarios

Scenario within employee household	Experiencing COVID-19 symptoms?	COVID-19 contact	Employee action
<b>Child sent home from school</b>	Yes	No known or probable contact with COVID-19	Return to work
	Yes	Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)	Contact 811. Self-isolate until the child has been tested and 811 clears for return to school
<b>Family member waiting for test</b>	Yes	No known or probable contact with COVID-19	Return to work
	Yes	Known or probable contact with an established case of COVID-19 (single person contact, large group contact,	Contact 811. Self-isolate until family member has been tested and 811 clears for return to work.

		international travel or outbreak)	
	No	Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)	Contact 811. Self-isolate until family member has been tested and 811 clears for return to work.
<b>Family member is self-isolating due to a positive COVID-19 test result</b>	Applies if experiencing symptoms or not		Contact 811. Self-isolate until 811 clears for return to work.
<b>Family member returned from</b>	No		Return to work
<b>International trip and is self-isolating for 14 days</b>	Yes		Contact 811. Self-isolate until family member has been tested and 811 clears for return to work.
<b>Employee waiting for test</b>	No	No known contact	Return to work
	No	Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)	Self-isolate until test result and further instruction is provided by 811.
	Yes	Known or unknown	Self-isolate until test result and further instruction is provided by 811.



## Use of Non-medical/Homemade Masks

### Employee Communication

#### WHAT YOU NEED TO KNOW:

- Effective Friday, November 6, all people in Saskatoon, Regina and Prince Albert are required to wear non-medical masks in [indoor public spaces](#) to reduce the risk of COVID-19 transmission. A public health order will be in place for at least 28 days.
- Wearing a mask or face covering is an extra step in reducing the spread of droplets that may contain the COVID-19 virus.
- The [Public Health Agency of Canada](#) has information about non-medical/homemade mask use.
- The City continues to strongly encourage all employees to wear a non-medical mask in all indoor facilities and outdoor areas where physical distancing of >2 meters (6 feet) is not possible.

#### Where and when do I wear a mask?

If you are working in the physical workplace and it is an indoor public place, masks are now mandatory. For example, in common areas of office buildings, such as lobbies, elevators and hallways, but not private offices. Employees that may have direct communication with the public, but currently working behind a barrier will also be required to wear a mask.

The use of non-medical masks is not mandatory in workplaces to which the public does not have access, however employees are strongly encouraged to wear a mask when physical distance cannot be maintained and when in common areas including hallways, washrooms and break rooms.

#### Are we providing masks for the public?

No, the City will not generally be providing masks to the public. The public announcement from the Chief Medical Officer has been shared broadly in the community and it is the responsibility of individuals to supply their own masks. However, staff are encouraged to use their discretion in offering a mask to a customer who forgot to bring their own or was unaware of the requirement to bring their own and offer coaching to bring one the next time.

#### Are City employees expected to enforce the use of masks in our buildings?

Employees are asked to educate and encourage compliance of the public health order. If our customers refuse to wear a mask, depending on the situation, service may be refused by using existing protocols for declining service in our facilities.

## **Increased COVID-19 Transmission**

### **Employee Communication**

#### **WHAT YOU NEED TO KNOW:**

- To ensure the health and safety of employees, ELT requests that as many administrative and professional staff as possible return to working from home until January 29, 2021.
- With over 60 lines of business, each area requires different work arrangements for their operational needs.
- This week, Directors will determine which employees will remain in the physical workplace.
- Front line services to citizens will continue as they are currently offered and public facilities remain open.

#### **INFORMATION**

Although we have been successful at maintaining a safe workplace since our return to work in June, there is an increasing presence of COVID-19 in our community. Many employees are being identified in contact tracing and that means a growing number of employees are having to self-isolate or self-monitor.

Effective Friday, November 27, the Province of Saskatchewan is enforcing new public health orders, to be reviewed on December 17, 2020. Stay up to date on all public health orders by referencing [Saskatchewan.ca](https://www.saskatchewan.ca).

Early awareness of exposure to COVID-19 significantly reduces transmission. To help keep family members and co-workers safe, download [Health Canada's COVID Alert app](#).

The concern of potential exposure at the workplace can be stressful. Those experiencing distress are reminded to talk to their supervisor or access support and resources available through our [Employee & Family Assistance Program](#) (EFAP).

#### **QUESTIONS AND ANSWERS**

##### **Will the Flexible Work Arrangements pilot be paused because of the recent increase in COVID cases?**

Carole Tink and Kurtis Doney, the Directors involved in the pilot, are working with their teams but do not anticipate any significant changes to the pilot at this time. We are asking employees to practice vigilant personal safety practices at work and while out in the community. Our health and safety practices and current measures in place are proving to be effective.

##### **Has EOC been activated?**

EOC remains at Level 1 activation and continues to monitor the evolving situation for set trigger points that would move activation to Level 2.

**Will the COVID-19 Alert app track my personal health information?**

The app does not collect personal health information or track the location of users.

**I prefer to continue to work in the physical workplace, is that a problem?**

The City of Regina strives to accommodate employees based on individual need and circumstance. If you have a concern about working from home, talk to your supervisor or manager.

## **Employee Social Gatherings**

### **Employee Communication**

#### **WHAT YOU NEED TO KNOW:**

- There are a growing number of cases within our community and the City is taking steps to minimize COVID-19 transmission in the workplace.
- Staff gatherings and connecting with co-workers are an important part of our social fabric, especially during the holiday season.
- To ensure the health and safety of employees and the community, all year-end and holiday celebration social gatherings, events and teambuilding should occur virtually.
- In-person meetings and gatherings are strongly discouraged.

#### **INFORMATION**

To minimize COVID-19 transmission the Government of Saskatchewan has set restrictions to limit the size of indoor and outdoor public and private gatherings. Social gatherings have a maximum number of attendees identified to allow enough space to maintain two metres between individuals who are not in the same household.

Stay up to date on guidelines for both gatherings and restaurants by referencing [Saskatchewan.ca](https://www.saskatchewan.ca).

Use Microsoft TEAMS to stay connected. Get help with teams at the [Virtual Learning Centre](#).

Plan a virtual event to celebrate this season. There's many [tips and tricks online](#), but remember:

- Be thoughtful about timing.
- Have a host to guide the event.
- Find a fun activity to enjoy together.

#### **QUESTIONS AND ANSWERS**

##### **Can we have a team meal?**

We are asking that team meals not take place at this time. The restrictions of the recent public health order make eating together difficult. We're encouraging virtual events.

##### **Can my team go out to a restaurant?**

We are strongly discouraging teams going to a restaurant.

##### **Are off-site gatherings allowed?**

We are strongly discouraging any forms of in-person gatherings at this time. We're strongly encouraging virtual events. Gatherings in the home of any size beyond your immediate household are strongly discouraged.

**Can our work area plan a volunteer opportunity as a group?**

In person volunteering may be difficult to do as a group while complying with all protocols and ensuring employees maintain physical distancing of two metres.

## **Mandatory Masking Expanded**

### **Employee Communication**

#### **WHAT YOU NEED TO KNOW:**

- Employees must always wear a non-medical mask in the workplace, unless they are alone at their desk.
- Masks must be worn while in motion or in all common areas, including meeting rooms and break rooms, unless eating or drinking.

#### **INFORMATION**

Effective Friday, November 27, the Province of Saskatchewan is enforcing a new public health order, to be reviewed on December 17, 2020. There is a specific section that expands mandatory masking and this applies to all employees:

- Mandatory, non-medical masking will be extended to all employees and visitors in all common areas in the workplace, even in those areas which the public does not have access (e.g. construction sites, manufacturing facilities).
- Masking continues to be required in indoor public areas that have installed barriers.

#### **QUESTIONS AND ANSWERS**

##### **Do I need to wear a mask in the hallway if 2 metres of distance can be maintained?**

Yes, masks are required in all common areas in the workplace.

##### **Do I need to wear a mask in a meeting room when 2 metres of distance can be maintained?**

Yes, masks are required in all common areas in the workplace.

##### **Do I have to wear a mask if I have signed a self-declaration form?**

Yes, while employees may choose to continue to utilize the self-declaration form, masks are required to be worn in all spaces that are shared or individual offices or spaces when more than one person is present.

## 2020 Tax Year and T2200 Forms

### Employee Communication

- Canada Revenue Agency (CRA) is reviewing the administrative process for claiming home office expenses to recognize the millions of Canadians that unexpectedly started working from home because of COVID-19.
- Typically, when claiming home office expenses, a T2200 form is required to be issued by an employer as supporting documentation for the expenses being claimed in that tax year.
- Working from home in 2020 due to COVID-19 will be recognized as a condition of employment by the City of Regina.
- Information on this topic is limited at this time and the City expects more from CRA in the coming months.

### INFORMATION

T2200 tax forms are an evolving topic of interest for employees who were asked to work from home for health and safety reasons this year. More information will be provided by the CRA in the coming months. Visit the [CRA website](#) for information on the 2020 tax season and T2200 forms.

### QUESTIONS AND ANSWERS

#### **Do I need receipts to claim home office expenses due to COVID-19?**

To claim home office expenses on your tax return receipts or proof of claims are normally required. To simplify the process for both taxpayers and businesses, CRA will allow employees working from home in 2020 due to COVID-19 to claim up to \$400 without the need to track detailed expenses. The amount that can be claimed is based on the amount of time spent working from home.

#### **Do I need a T2200 to file my taxes?**

You do not require a T2200 to complete your tax return. Employees claiming up to \$400 for COVID-19 expenses generally will not require a signed form from their employer. This measure will help taxpayers access deductions they are entitled to receive and simplify the tax filing process.

#### **What information will be required?**

Exact information required is unknown. More information will be provided by the CRA in the coming months. The current T2200 form can be viewed on the CRA website.

#### **When will more information be available?**

The CRA will be providing more information on the administrative process in the coming months. As information becomes available, we will continue to update employees.