

City of Regina
Employee Guide
COVID-19

City of Regina



REGINA
Infinite Horizons

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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

Term	Definition
Direct Close Contact	Less than 2 metres (6 ½ feet) and a contact time of greater than 1 hour who has a confirmed or probable case of COVID-19.
Physical (Social) Distancing	Minimize close working contact with others, including: <ul style="list-style-type: none">• 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 distance of at least 2 arms-length (approximately 2 metres) from others.
Hand Sanitizer	Alcohol based hand sanitizer which consists of greater than 60% ethyl alcohol.
Hand Hygiene	Washing hands frequently with soap and water or using alcohol-based hand sanitizer.
Incubation Period	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.
Respiratory Hygiene	Coughing/sneezing into a tissue or your elbow/arm.
Seasonal Influenza	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.
Transmission Mode	Infectious diseases are commonly transmitted through direct person-to-person contact.
COVID-19	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
Workplace Health & Safety	Questions and concerns on the topic of COVID-19 related to employee absences and workplace health and safety concerns.	306-777-7116 hadmin@regina.ca
Client Services & Labour Relations (CSLR)	Questions and concerns on the topic of COVID-19 that are related to labour relations or collective agreements.	306-751-4154 labourrelations@regina.ca
Employee Service Centre	Questions or clarification on how to code employee time in relation to COVID-19.	306-777-7213 EMPCENTER@regina.ca
FSEAP	Information related to the Family Services Employee Assistance Program.	1-866-757-6620 FSEAP
Technology & Digital Innovation	Working from home accommodations (VPN, Citrix, device availability).	306-777-7980 TDI Online Service Desk

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
Government of Canada <i>Added May 1</i>	Income Supports and Benefits.	Canada Emergency Response Benefit (CERB)
Government of Saskatchewan <i>Updated May 1</i>	Local risk and cases of COVID-19, self-isolation information, self-assessment.	Saskatchewan Government – COVID-19 COVID19@health.gov.sk.ca Re-Open Saskatchewan plan
Public Health Agency of Canada	COVID-19 updates from the federal government, resources and tools.	Public Health Agency of Canada
World Health Organization (WHO)	COVID-19 travel advice, international resource.	WHO COVID-19
Infection Prevention and Control Canada	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.

Activity	Action
Hand Hygiene	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.
Cough Etiquette	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).
General Hygiene Practice	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.
Environmental Decontamination	Disinfectant wipes can also be used on items such as telephones and computer keyboards.
Self-Isolation	Stay away from work and avoid public places when experiencing symptoms.

Activity	Action
Wearing Masks <i>updated May 1</i>	<p>For personal use, wearing non-medical masks (e.g. homemade cloth mask) in the community is an added layer of protection to help you protect others by reducing spread of droplets, even before you have symptoms.</p> <p>For work purposes, if a work task does not allow for safe physical distancing of two 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>
Shopping <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.</p>
Deliveries <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 continue 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
Employees	<ul style="list-style-type: none"> • Inform supervisors if you are unable to attend work. • Call in to your supervisor and stay home if you have flu like symptoms. • Attend work if you are healthy unless on approved leave. • Follow appropriate hand and respiratory hygiene practices to prevent the spread of illness. • Treat everyone with respect as per the Respectful Workplace Policy. • If unsure of your ability to work, call and speak with your supervisor to discuss.
Managers & Supervisors	<ul style="list-style-type: none"> • 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. • 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. • 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. • Maintain confidentiality of medical information. Avoid sending emails to various persons discussing details of an employee's absence/travel history. • Communicate information to staff as it becomes available. • Maintain a calm work environment. • Maintain a respectful workplace. • Continue to record employee absence.
Workplace Health & Safety	<ul style="list-style-type: none"> • Provide the latest information to employees via CityConnect and direct communication with managers. • Respond to workers' questions. Refer to the: <ul style="list-style-type: none"> ○ City Resources and Contacts (page 4) ○ External Resources and Information (page 5)

3.3 Travel Restrictions and Considerations

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, advise your manager/supervisor. 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 May 1

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 has been declared, effective March 23, 2020 employees who can work from home, where appropriate, will do so as much as possible. The nature of the work will be a determining factor in whether it can effectively be done remotely. Not all work or occupations can be done from home. Discuss options with your supervisor.

At a minimum, employees 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.

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 May 1*

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:

- 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-length (approximately 2 metres) from others.
- No more than 2 people in an elevator at a time.
- Work area, meeting rooms and shops are only allowed to have 5 people, minimum 2 metres apart.

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 one (1) employee per vehicle.
 - Regular single bench cab - one (1) person
 - Crew cab – one (1) driver, one (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 an N95 respirator/mask or equivalent is recommended.

See Appendix 4 for the Worker Distance Guidelines Poster.

3.9 Masks Added May 1

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. Non-medical or homemade masks will not be supplied by the City at this time, but they can be a part of new safe operating procedures. 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 *Added May 1*

If an employee has been in close contact with an employee who has tested positive for COVID-19, they will be notified. 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. Leaders are reporting confirmed cases to the EOC and ELT.

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 May 4*

All training opportunities involving large groups will be postponed until further notice effective March 16, 2020. This includes the Learning Calendar and in class training settings. We will be looking at alternative solutions and rescheduling the cancelled courses at a later date. If employees have questions on their upcoming training they are encouraged to connect with their Supervisor or to reach out to the [Learning Team](#).

3.13 Union and Association Communication *Added May 1*

People and Organizational Culture 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

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. 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 respectful and 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 Income Support & Benefits *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 [Service Canada website](#) for application details.

The federal government combined two emergency benefit programs (the Emergency Care Benefit and the Emergency Support Benefit) that were previously announced into one new benefit program, the [Canada Emergency Response Benefit \(CERB\)](#). The CERB program was announced on March 26, 2020. It provides income support to individuals affected by COVID-19. It is a taxable benefit providing \$2000 per month for up to 16 weeks. This new benefit is not part of the Employment Insurance (EI) regime, and a worker does not need to meet the EI requirements.

Appendix 1

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 utilize your sick leave entitlement bank and other entitlements such as Scheduled Day Off (SDO), vacation, time-in-lieu or leave without pay during the duration of your illness. Once your sick bank has been exhausted and any other chosen entitlement banks have been utilized, 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. If employees are unable to work remotely, they will be placed on a leave with pay for the duration of the 14 calendar days quarantine.

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. Where possible, employees will 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 EI benefits through Service Canada.

The foregoing self-isolation applies even if you did not travel but a family member residing with you did. The use of leave with pay (for 14 calendar days) or entitlements also applies based on when the family member travelled.

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 dependant(s) can be set up.

If alternative working arrangements cannot be made, employees will have up to five (5) consecutive workdays' leave with pay, after which point your 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 June 1

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
COVID-19 - Sick COVID-19 - Time in Lieu COVID-19 - Vacation COVID-19 - SDO (scheduled day off) <i>Note: Time will be deducted from the employee's chosen entitlement bank.</i>	Employee who is away from work because: <ul style="list-style-type: none">• Employee travels after March 16, 2020 (after travel restrictions were announced) and is required to self-isolate for 14 calendar days upon return.• Employee is ill with a confirmed case of COVID-19.• Employee is caring for someone who has COVID-19.• Employee is caring for dependant(s) as a result of school and/or day care closure.• 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.• Work schedule has changed as a result of COVID-19 pandemic and employee needs to make alternate childcare arrangements.• 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).

EmpCenter Code(s)	Situation in Which Codes Should Be Applied
<p>COVID-19 - Unpaid</p>	<p>Leave of Absence – Medical Employee who is away from work due to an illness:</p> <ul style="list-style-type: none"> • And has exhausted their sick entitlement bank. Employee may continue to use their chosen entitlement banks (vacation, time in lieu, SDO) before taking an unpaid leave of absence; but they must exhaust their sick entitlement bank prior to being placed on an unpaid medical leave. <p>Leave of Absence – Personal Employee who chooses to be away from work for personal reasons has two options:</p> <ul style="list-style-type: none"> • Continue to use their chosen entitlement banks (sick, vacation, time in lieu, SDO). • Speak to their supervisor about being 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. <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>
<p>COVID-19 - Isolation</p>	<p>Employee will receive Regular Pay to a maximum of 14 calendar days, for the period of self-isolation where the following scenarios occur:</p> <ul style="list-style-type: none"> • Employee is returning from international travel which began prior to March 16, 2020 and is required to self-isolate for 14 calendar days. Employees may or may not be showing symptoms after returning from travel. The employee may or may not be able to work from home during this time. • Employee has been in close contact with family members, co-workers, public, etc. who are confirmed positive COVID-19 or are presumptive COVID-19. This can include exposures both at the workplace and at home. Note: close contact is defined as being within 2m of another individual for 60 minutes or more, or • Employee’s spouse or dependant(s) are being tested for COVID-19 and are awaiting results and employee needs to remain at home until results are known.
<p>COVID-19 - Regular Pay</p>	<p><i>This code is no longer available for use in EmpCenter.</i> Employee will receive Regular Pay where the following scenarios occur:</p> <ul style="list-style-type: none"> • City of Regina facility is shut down and employee is unable to work from home and no accommodation is available; employee will receive Regular Pay for 14 calendar days from the time the closure occurred. • Employee requires time off to secure alternate childcare arrangements and may receive up to five (5) consecutive working days at Regular Pay. This is in alignment with the Public Health Order issued when school closure and day care facilities were first closed in March 2020. This code is for one time use only.

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 for a prolonged period of time within approximately 6 feet of a person with confirmed or probable case with COVID-19.

For Additional Information, please contact:

Saskatchewan Health Authority - COVID-19 Self-Assessment	COVID-19 Self-Assessment	N/A
Government of Saskatchewan - Health Line	Health Line	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.

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Worker Distance Guidelines Poster



The poster is a vertical rectangle with a blue background. It is divided into four horizontal sections. The top section has a dark blue background with white text. The second section has a lighter blue background with white icons and text. The third section has a medium blue background with white text and an icon. The fourth section has a dark blue background with white text and an icon. At the bottom, there is a dark blue footer with white text and logos.

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.**

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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 st 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 ₂ 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"> • Fever • Cough • Headache • Head aches and pains • sore throat • chills • runny nose • loss of sense of taste or smell • shortness of breath or difficulty breathing 					
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)					