**DRAFT POLICY**

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| Policy Title: | Health Emergency – Self Isolation/Self Quarantine | | |
| Department: | Personnel | Approved By: | Choose an item |
| Approval Date: | Click to enter date | Resolution No: | Click to enter text |

1. POLICY STATEMENT

The District of Sparwood’s top priority is to ensure the health, safety and well-being of all employees and the public. In the event of the outbreak of a contagious disease or illness, and the Provincial Health Officer or the Minister of Health recommends that all persons in British Columbia, or in the geographic area that includes the District of Sparwood, who may be exposed to the contagious disease or illness, including exposure from outside of British Columbia, be isolated from the general public (the “Health Emergency”) this policy shall apply.

1. Summary

The District of Sparwood recognizes the significant difficulties and uncertainty that a Health Emergency may cause. This policy outlines the parameters and flexibility around the utilization of sick leave, banked time, vacation time, unpaid leave or short-term disability benefits as may be determined by the benefits provider to accommodate recommended or required self-quarantine or self-isolation. This policy does not supersede or replace existing practices or policies with respect to employees who are sick or injured and a physician has recommended that they do not attend work.

1. Scope and Applicability

In the event that a Health Emergency is declared, and self-quarantine or self-isolation is recommended or required by such declaration, the following guidelines shall be applied with respect to employees who are subject to such request or requirement:

* 1. Quarantine or Self-Isolation
* In the event self-quarantine or self-isolation is recommended or required for a specified period of time (the “quarantine period”) the District will investigate opportunities for employees to continue with their responsibilities while working remotely from their home for the duration of the quarantine period.
* If remotely working from home is not feasible, and a physician, nurse practitioner registered nurse, or licensed practical nurse (a “Health Care Provider”) has **not** recommended that an employee be tested for the contagious disease or illness, at the direction of the Director of the relevant department, employees will be required to remain away from work for the quarantine period, and shall be entitled to use of sick leave, vacation time, banked time, or short term disability benefits as may be determined by the benefits provider.
* In the event that working from home is not feasible, and a Health Care Provider has recommended that an employee be tested for the contagious disease or illness, then upon such recommendation being made, an employee shall remain absent from their employment until such time as test results are known and indicate that the employee does not have the contagious disease or illness. The employee shall be entitled to use of sick leave, vacation time, banked time, or short-term disability benefits as may be determined by the benefits provider.

1. Responsibilities

The District of Sparwood and Employees will endeavor to observe the advice of health authorities during a Health Emergency to protect the health, safety and wellbeing of employees and the public.

* 1. District of Sparwood
* The District will seek to identify up-to date information from local, provincial and federal health authorities to assist in mitigation of negative effects employees may face as a result of self-isolation or quarantine.
* The District will provide such information to employees through internal memos, printed copies placed on internal bulletin boards, email and/or other available platforms.
  1. District of Sparwood Employees
* Employees should consider and observe all public guidelines and consider the health and safety of themselves, their co-workers and the public.

1. Definitions

Self-Isolation or quarantine means separating yourself from others for the purpose of preventing the spread of a virus or disease that you may have exposed to or are infected with or suffering from.

1. Exceptions

In circumstances where a Health Emergency is declared and situations of self-quarantine or self-isolation are recommended or required, the District of Sparwood reserves the right to temporarily suspend the Employee Conduct – Rules and Regulations Policy (section: Absences and Sick Leave.) to accommodate the usage of sick time, banked time, vacation time or unpaid leaves to accommodate self-isolation or self-quarantine.

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| Related Legislation: | Click here to enter text. |
| Related Policies, Procedures, Agreements, etc.: | Employee Conduct – Rules and Regulations Policy |
| Implementation Strategy: | The Executive Assistant / Director of Corporate Services shall be responsible for implementation and periodic review of the policy. |
| Communication Plan: | The Policy shall be made public available to all District of Sparwood employees through an internal memo via email, printed copies placed on internal notice boards and any other available communication platform. Website. This Policy shall also be provided to those who may be affected by the Policy. |

| **POLICY ADOPTION AND AMENDMENT LISTING DETAILS** | | | | | |
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| Amendment Date: | Click to enter date | Resolution No: | Click to enter text. | Amended Section(s): | Click here to enter text. |
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