

**Policy: COVID-19 Employee Policy - AMENDED**

**Section: Public Works & Municipal**

**Policy #2020-02**

**Office Operations**

**Resolution # 20-327**

**Effective Date: December 23, 2020**

The Province has been very clear with regards to protocol, procedures, and guidelines that we are all expected to follow during this COVID-19 pandemic. The Gilbert Plains Municipality supports the Provincial guidelines as set out regarding COVID-19.

If an employee suspects they have been exposed to the COVID-19 virus or have been exposed to a person who has recently been tested for the virus and who is still awaiting test results, the employee is expected to continue to work for the Municipality while maintaining the Province of Manitoba's social distancing practices as expected, unless one of the two instances applies:

1. The employee shows symptoms of COVID-19
2. The person who the employee came into contact with gets a positive test result

If the employee feels uncomfortable being at work after they suspect they have been exposed to the virus and/or exposed to a person who has been tested for the virus and awaiting their test result, the employee may go home and self-isolate for the 14 day period (or until they receive notification that the person they were in contact with has a negative test result). In this case, the employee will use their accumulated sick leave, banked time and/or vacation leave to cover the days the employee is absent from work.

If employees have tested positive for COVID-19 they must self-isolate for 14 days, or until directed otherwise by a public health official. Employees will be compensated by the Gilbert Plains Municipality equivalent to their regularly scheduled wages for the time they are unable to attend work due to this isolation requirement.

If the nature of an employee's daily work permits, there may be certain instances when working from home could be made possible if deemed necessary under the discretion of the CAO.

Whereas this is such a quickly evolving and serious situation. Unprecedented times may call for abnormal procedures and actions in order to maintain staff safety and a sustainable and reasonable level of Municipal services. Staggering shifts, changing operational hours and services levels will continue to be under review and could be subject to implementation at any time.

Due to the fact that this is a quickly evolving issue and these are unprecedented circumstances, this policy is subject to change at the discretion of council.