

To: All Staff
From: Brad Saunders, CEO
Date: March 15, 2020
Re: Travel and 14-Day Isolation During COVID-19 Pandemic

I am writing today regarding new Community Living Toronto policies regarding travel and self-isolation during the COVID-19 pandemic.

Public Health Guidance Regarding Travel Outside of Canada

As of March, 14, 2020, the Public Health Agency of Canada issued a global travel advisory recommending no travel outside of Canada and urging anyone currently outside of Canada to return as soon as possible.

Individuals returning from travel outside of Canada **will need to self-isolate** for 14 days upon return.

If a returning individual has symptoms of COVID-19, s/he is asked to contact a COVID-19 Assessment Centre to be screened for testing.

The Government of Canada has also issued an order to avoid travel on cruise ships. This directive is in effect through April 30, 2020.

This overall travel advisory overrides all other risk levels and advisories imposed to date.

Given this advice, CLTO is taking the following measures:

For Employees Currently Traveling Outside of Canada

Effective immediately:

1. Upon return to Canada, the employee is asked to **not** report to their workplace and to self-isolate for 14 days, whether they have symptoms of COVID-19 or not.
2. Any employee who can work remotely will be asked to do so during this 14-day self-isolation period.

In situations where remote work is not possible, either due to COVID-19 illness or if the employee is a direct service worker, s/he will be placed on paid leave at their regular rate of pay.

If the employee has symptoms of COVID-19 or is diagnosed with this disease during this 14-day self-isolation period, s/he is to apply for any related benefits they are entitled to such as short-term disability and EI. **Any shortfall between these benefits and the employee's regular pay rate will**

be covered by CLTO. This recommendation will be monitored and reassessed by April 6, 2020.

3. Once the 14-day self-isolation period is over and/or the employee has been deemed by a public health authority as no longer requiring quarantine, s/he will be expected to return to work

For Employees Planning to Travel Outside of Canada after Tuesday, March 17, 2020 at 18:00

1. CLTO staff are asked to not do so while the travel advisory is in effect
2. **CLTO staff will be reimbursed within reason by CLTO for any cancellation fees with proof of payment**
3. Staff who cancel travel are asked to return to work per usual, unless required to self-isolate.
4. CLTO staff who choose to travel will be required to self-isolate for 14 days upon return to Canada
5. Anyone who can work remotely at that point will be asked to do so during the 14-day self-isolation period
6. In situations where remote work is not possible, either due to COVID-19 symptoms or if the employee is a direct service worker, **the employee will be placed on an unpaid leave** for the duration of the 14-day self-isolation period or until such time as they are declared fit by public health to return to work. The employee may use leave credits should they have any during this period.
7. If the employee has symptoms of COVID-19 or is diagnosed with this disease during this 14-day self-isolation period, s/he is to apply for any related benefits they are entitled to such as short-term disability and EI.
8. Once the 14-day self-isolation period is over and/or the employee has been deemed by a public health authority as no longer requiring quarantine s/he will be expected to return to work

Vacation Requests

During this extraordinary time of unprecedented containment measures put in place by Public Health authorities, **CLTO staff are asked to defer vacation requests through April 6, 2020** to alleviate impacts on staffing and operational capacity. Any vacation requests will be reviewed by management in this context.

Please monitor your email for further communications. Thank you for your understanding and commitment during this difficult time.