

Coronavirus Policy

[Updated 12.1.2021]

WACC requires staff to respect federal or provincial “stay at home” orders and not to attend at the workplace. WACC ensures that staff has the mechanisms in place to allow for staff to work remotely.

WACC requires staff to inform management if they have been exposed to the virus or show symptoms of infection, or if they, or a member of their household, have particular vulnerabilities such as a weakened immune system that may require enhanced protections from infection.

Staff with symptoms of infection will be sent home or instructed to stay home.

Visitors who are known to have been exposed or who have symptoms will be excluded from the workplace.

This policy will be applied in cases of other infectious diseases as required.

WACC’s duty of care is to individual employees and to the staff as a whole. Decisions taken by management are intended to protect both.

Communications and hygiene

All staff must be aware and follow public health guidelines to reduce the risk of workplace transmission. Posters are placed in common areas to help inform staff and visitors on ways to recognize symptoms and prevent transmission.

WACC offices have easy access to handwashing facilities and hand sanitizers. WACC will ensure that common surfaces such as counters, doorknobs, and handrails are regularly disinfected. WACC staff regularly work in their own cubicles or offices and thus often are able to maintain the recommended distance. Masks are required when Staff are unable to maintain the recommended distance.

If a “stay at home” order is lifted and Staff are concerned about the risk of transmission either in the commute to the workplace or in the workplace itself, especially in cases where the Staff member or family members have underlying health conditions, arrangements can be made for the staff member to work from home for an agreed period of time.

WACC and Staff must be prudent in following basic rules. Please see the following link:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus.html>

Restrictions on returning to work

If a Staff member has been diagnosed with Covid-19 or has self-isolated, he/she will be required to stay away from the workplace until a negative diagnostic PCR test has been completed at an assessment centre is provided.

In cases where Covid-19 is diagnosed, staff will be placed on sick leave under the relevant policy. In cases where a member of staff self-isolates, they will be expected to work remotely until a negative diagnostic PCR test has been completed at an assessment centre is provided.

Privacy and support

WACC recognizes that in the requirements of public health, Staff members may be obligated to disclose personal health data if it may increase the risk to co-workers or third parties through workplace contact or interfere with the employee's ability to perform essential functions of the job. WACC management will ensure the privacy of personal health data in line with the organizational policy on data protection while fulfilling its legal requirements to protect all Staff and inform authorities for public health purposes.

If staff are required by WACC to work from home, and do not have appropriate facilities (computer, internet connection, table space) to enable this, WACC management will seek to provide appropriate equipment or services.

Staff are encouraged to convey to WACC management any additional concerns they have that may affect their health and their ability to fully perform their duties. WACC management prioritizes the safety and care of its Staff and will work with the Staff member to find the appropriate support or mutually acceptable solution, in line with existing workplace and Staff policies.

Contingency planning

WACC will continue to follow public health guidelines and may implement further measures as required. WACC management is committed to keeping Staff informed in the case of further necessary actions.