



# Town of Carberry

Family • Friends • Home

<b>Title: COVID-19</b>	<b>Date Approved: July 13, 2021</b>
<b>Policy #: HR 2-2021</b>	<b>Council Resolution #: 166-21</b>
<b>Department: Human Resource</b>	<b>Revision:</b>
<b>Rescinds:</b>	<b>Procedure #:</b>

## Preamble:

The Town of Carberry wants to ensure the health and safety of our staff and their families is priority when it comes to the serious affects the newly arrived pandemic of the Coronavirus (COVID-19).

## Policy:

### 1. Preventative Measures:

(a) Good hand hygiene provides significant protection from viral respiratory illnesses, such as COVID-19. Staff are encouraged to take common prevention measures, including regular handwashing with soap and warm water for at least 15 seconds. Make sure to dry your hands thoroughly. You can also use an alcohol-based hand cleanser if your hands are not visibly dirty.

(b) It is especially important to clean your hands:

- (1) after coughing or sneezing
- (2) when caring for a sick person
- (3) before, during and after you prepare food
- (4) before eating
- (5) after toilet use
- (6) when hands are visibly dirty

(c) You should also cover your mouth and nose with a tissue when coughing or sneezing, or you can cough or sneeze into your sleeve. Throw used tissues in the garbage and immediately wash your hands, or use an alcohol-based hand cleanser.

(d) Avoid close contact (within two meters or six feet) with anyone showing symptoms of a respiratory illness, such as coughing or sneezing.

2. For resources and links on more information and helpful tips visit Manitoba Health Online Self-Assessment: <https://sharedhealthmb.ca/covid19/screening-tool/> or contact Health Links if you experiencing any symptoms that pertain to the COVID-19 virus at: 1-888-315-9257.

### 3. Signs/Symptoms:

(a) Symptoms range from mild (e.g., fever, cough, runny nose and sore throat) to severe (e.g., shortness of breath and breathing difficulties). While many people will develop only mild symptoms, some groups appear to be more vulnerable to COVID-19. Those at higher risk typically develop more serious, even fatal, symptoms such

as pneumonia, severe acute respiratory syndrome and kidney failure. High risk groups include those:

- (1) 60 years of age and older
  - (2) living with chronic health conditions (e.g. diabetes, heart, renal or chronic lung conditions)
  - (3) with weakened immune systems (e.g. cancer)
- (b) Symptoms of COVID-19 or other coronaviruses may take up to 14 days to appear after exposure to the virus.
- (c) We would suggest that if any employee is experiencing any of the symptoms listed above, to advise their management as soon as possible in order to determine the steps going forward.

#### 4. Sick Leave:

(a) If you have been advised to self-isolate/quarantine due to suggestions of management or by a health physician, all permanent employees of the Town of Carberry and joint employees of the Town of Carberry and Municipality of North Cypress-Langford will be entitled to ten (10) paid sick days (municipal) at the discretion of the CAO's.

(1) Regardless of how many of the ten (10) paid sick days were used in 2020, all permanent employees will be entitled to a total of ten (10) paid sick days for 2021.

(2) You may also be required to self-isolate due to a spouse or child being sick under the circumstances this would be covered under the ten (10) day entitlement as well.

(b) This policy applies to the COVID-19 pandemic only.

(c) Employees are instructed not to take advantage of this leave. This is to be used **only** at this period in time. If you are in fact sick and need to go home for your own health we are not opposed. However, when you are home sick, we ask that you remain in your residence as per the recommendations by Manitoba Health. If you are found to be abusing this time you will be obligated to pay the time back as requested.

(d) After the self-isolation/quarantine has passed, we ask that you follow up with your health physician and based on their recommendations you may or may not be able to return to work. We would take every situation differently depending on the circumstances.

(e) Should you require to stay home over the maximum days as directed above, we would assist you in applying for funding that would be available through the Government of Canada or Province of Manitoba offered.

**Adopted by Resolution of Council # 166-21 at Carberry, Manitoba, this 13<sup>th</sup> day of July, 2021.**