



**Return to Work COVID-19  
Employee Policy**

NOVEMBER 10, 2020

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#### Disclaimer

The Return to Work COVID-19 Employee Policy (“Policy”) is a living document and as the COVID-19 pandemic continues to potentially impact Acadia First Nation workplaces both in administration and business operations, the Policy is subject to change. The Policy is not intended to replace business operations sector specific re-opening plans in accordance with the Government of Nova Scotia, Atlantic Lotto, and/or the Restaurant Association of Nova Scotia (RANS).

## 1.0 PURPOSE

Acadia First Nation (AFN), in addressing COVID-19 in the workplace, as administration and business operations re-open, has developed a **Return to Work COVID-19 Employee Policy** to address employee health and safety in the workplace, and that of our communities, and our patrons and employee supports, in caring for themselves and families, to limit the spread of COVID-19.

## 2.0 BACKGROUND

In a pandemic, it is important for employers like AFN to be prepared for addressing employee needs in regard to symptoms, COVID-19 testing timeframes, self isolation requirements, contracting COVID-19, back to school plans and changes throughout the school year and the potential for a second or multiple waves of COVID-19 in Nova Scotia, and the impact of these on AFN's administrative and business operations.

AFN's COVID-19 preparedness, as an employer, to address employee health and safety and supports, as described above, includes proactive measures, response, and control plans. The Policy will be considered a "living document" and an amendment to the existing Acadia First Nation Human Resources Manuals for Administration (as amended March 26, 2019) and Business Operations (as drafted February 26, 2019). The Policy will:

- a. At a minimum, meet federal and provincial labor standards to address COVID-19;
- b. At a minimum, adhere to the *Nova Scotia Occupational Health and Safety Act* regulations for addressing COVID-19;
- c. At a minimum, adhere to the Canadian and Nova Scotian Human Rights Acts, regulations, and guidance regarding COVID-19;
- d. At a minimum, meet the Nova Scotia Health Protection Act Order and all Public Health Directives;
- e. At a minimum, meet all Nova Scotia specific business and service restrictions and guidance for sector specific re-opening plans;
- f. Identify and address COVID-19 prevention and reduce the risk of transmission among employees, maintaining healthy and safe workplaces and business operations;

- g. Over and above standards, acts and regulations, be specific to AFN workplaces and provide specific supports for employees as they navigate COVID-19 including symptoms, self-isolation, illness, family care and potential office and business operations closures.

AFN does not accept the application of provincial laws on its reserve lands but will incorporate certain provincial policies into this Policy as an aspect of “best practices” in health and safety.

### 3.0 DEFINITIONS

- a. "AFN" means the Acadia First Nation, as an Indian Band in accordance with s.2 of the *Indian Act*.
- b. "Atlantic Travel Bubble" mean the allowance of residents, and other persons currently residing in the four Atlantic Provinces (PEI, NS, NB, and NL) to move freely within any of the other Atlantic Provinces without self-isolating for 14 days. It began at 12:01 a.m. on July 3, 2020, and was in effect at the time this Policy came into force.
- c. "Close Contact" means a person who has been within 6 feet of a person with COVID-19 for a prolonged period of time, or has had direct contact with a person that has COVID-19.
- d. "Contact Tracing" means the process of identifying, assessing and managing people who have been exposed to a contagious disease to prevent onward transmission.
- e. "COVID-19" is the name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for Coronavirus Disease 2019.
- f. "Director" means the person who holds the position of Director for a specific program or department of AFN and who oversees, administers and evaluates the program of department for the AFN. All Directors report to the Band Manager.
- g. "Employee" means a person hired by AFN, and includes permanent employees, part-time permanent employees, probationary employees, and term employees as defined herein. Employee does not include independent contractors hired by AFN but does include the Band Manager and management staff. Students doing placements or work terms, who are not paid by AFN, are not considered employees of AFN.
- h. "Employer" means the Acadia First Nation.
- i. "Full-time employee" in accordance with the Human Resources Manual for Administration s.11(i) is an employee who normally works thirty or more hours per week. These employees accumulate sick leave at the rate of one (1) sick day per month up to a maximum of 12 days of paid sick leave per year.
- j. "Full-time employee" in accordance with the Human Resources Manual for Business Operations s.12.1 is an employee whose Letter of Offer identifies them as a full-time employee. These employees accumulate sick leave at the rate of 1.25 sick days per month up to a maximum of 15 days of paid sick leave per year.

- k. “Manager” means a person who holds the position of Manager and is in charge of a specific area within the business unit of AFN.
- l. “Overtime” in accordance with the Human Resources Manual for Administration s.11(iv) is time worked in excess of 40 hours per week. The definition of overtime does not apply to seasonal employees who may have a different work schedule i.e. Sea Captains. Management team members are not eligible for overtime or banked time.
- m. “Overtime” in accordance with the Human Resources Manual for Business Operations s.7.6 is time worked in excess of 48 hours per week. This definition of overtime does not apply to those employees who do not have a regular work schedule i.e. Management team members, who are not eligible for overtime or banked time.
- n. “Pandemic” is an epidemic that has spread over several countries/continents, usually affecting a large number of people.
- o. “Part-time employee” in accordance with the Human Resources Manual for Administration s.17(i) is an employee who normally is scheduled to work less than a 30-hour week. For these employees, sick days are pro-rated based on actual work days.
- p. “Part-time employee” in accordance with the Human Resources Manual for Business Operations s.12.1 is an employee whose letter of offer identified them as a part-time employee. These Part-time employees are not entitled to sick days or “personal” days.
- q. “Patrons” means clients, customers, or patrons of any of the AFN business operations, or any other visitor of an AFN business operation.
- r. “Physical Distancing” means the practice of maintaining a minimum spacing of two meters or six feet between all persons.
- s. “Potential Exposure” to COVID-19 includes being in direct contact with a person with COVID-19 or within 48 hours before a person develops COVID-19 symptoms, or residing in the same location as a person that has tested positive for COVID-19, or being within 6 feet of a person with COVID-19 for more than 15 minutes.
- t. “Self-isolate” means the requirement of any person who has COVID-19 to remain separate from others in such places and under such conditions to prevent or limit the direct or indirect transmission of COVID-19.
- u. “Self-quarantine” means the requirement of any person who has been exposed or may have been exposed to COVID-19 during its period of communicability to restrict that person’s activities in order to prevent disease transmission during the incubation period for this disease.

- v. “Social Distancing” means to reduce the person-to-person contact in a given community with the goal to stop or slow down the spread of a contagious disease.
- w. “Symptomatic” means showing symptoms of a disease and for COVID-19 those include fever or cough or two of the following symptoms, sore throat, runny nose/nasal congestion, headache and/or shortness of breath.
- x. “Term/Casual employee” is an employee hired by AFN for a specified period of time. This includes employees who are on the Apprenticeship Program for the full year and Summer Student Employment Program hires.

Apprentices hired through the Mi’kmaq Employment Training Secretariat (METS) programming are considered trainees, not employees and are not eligible to accrue vacation time. All apprentices accumulate sick leave at the rate of one (1) sick day per month up to a maximum of 12 days of paid sick leave per year.

Trainees on the METS program are paid wages for six months, receive Employment Insurance (EI) benefits for six months, and are paid a wage top-up for six months. Vacation time is added the trainees pay during the time frame that wages are covered by AFN. All trainees accumulate sick leave at the rate of one (1) sick day per month up to a maximum of 12 days of paid sick leave per year.

#### **4.0 COVID-19 HAZARDS ASSESSMENT IN THE WORKPLACE**

AFN, in accordance with the Nova Scotia Health Protection Act Order and all Public Health Directives, the Acadia First Nation memorandum dated June 8, 2020 to all employees, Acadia First Nation Covid-19 Daily Checklist communication dated September 23, 2020 to all employees, and business operations specific COVID-19 re-opening plans (in accordance with Atlantic Lotto and the Restaurant Association of Nova Scotia), has assessed, identified and proactively mitigated, as much as possible, return to work measures to maintain healthy and safe work environments and business operations for all employees, community members and patrons. Acadia First Nation employee health and safety proactive measures, response and control plans to COVID-19 are subject to change as situations and standards change to address the pandemic.

#### **5.0 HEALTH AND SAFETY IN THE WORKPLACE**

AFN as an employer will be adhering to the following guidelines within all workplaces and including all employees of AFN, unless otherwise understood to be exempt or under the business operations sector specific re-opening plans.

a. Avoiding Infection

i. *Social Distancing Guidelines*

- All employees, in all workplaces, must maintain two (2) metres or six (6) feet distance from other people including other employees, community members and patrons, as much as possible.
- AFN, where possible and as appropriate, (also in accordance with any sector specific re-opening plans guidelines) will install physical barriers, such as plexiglass, for front facing employees to serve our communities and our patrons safely, maintaining social distancing guidelines, as much as possible.
- AFN will provide clear signage and floor markings to demonstrate the flow of traffic in all workplaces, where possible, and as appropriate, (also in accordance with any sector specific re-opening plans guidelines) providing employees, community members and patrons with guidance regarding social distancing guidelines.
- AFN, where social distancing guidelines cannot be followed, due to size or flow patterns of the facility, will adhere to the Public Health Directives gathering limits set out in current orders, and/or in accordance with any sector specific re-opening plans guidelines.

ii. *Masks*

In accordance with Public Health Directives, employees are required to wear a non-medical mask in all indoor AFN workplaces, such as entrances and exits, and common areas. Employees that have offices can remove the non-medical mask while working in this space, unless another person enters the workspace and cannot practice social distancing guidelines.

AFN employees that are working in an outdoor environment, if unable to follow social distancing guidelines as per section 5(a)I, are required to wear a non-medical mask.

AFN business operations and the youth center are to follow the sector specific re-opening plans established for employee requirements regarding non-medical masks.

Any AFN employee with a valid medical reason for not wearing a non-medical mask may be exempt from doing so or be made subject to alternate arrangements, and must bring this to the attention of the employee's Supervisor, Manager or Director for approval. In particular, employees that have a valid medical reason for not wearing a non-medical mask where required by the sector-specific re-opening plan for business operations must bring this to the attention of the employee's Supervisor, Manager or Director.

*iii. Cleaning and Disinfecting*

The following proactive measures and controls plans apply to all AFN employees and workplaces. Business operations may have additional requirements in accordance with any sector specific re-opening plans established.

- Frequent and regular hand hygiene is required from all AFN employees.
- AFN workplaces provide clean hand washing facilities and hand sanitizing stations for all employees, community members and patrons either working or entering AFN offices and businesses.
- AFN will remove all non-essential items such as magazines, and other items that cannot be easily cleaned from common and reception areas.
- AFN will be posting hand-washing etiquette signage (attached as Appendix B) throughout common and reception areas.
- All AFN employees are expected to clean their hands upon entry into the workplace at a designated hand cleaning or sanitization station.
- All AFN employees are expected to clean and disinfect their work spaces and adhere to the AFN cleaning checklist (attached as Appendix A). Employees are expected to pay special attention to high touch surfaces, cleaning twice per day, such as doorknobs, light switches, and commonly used areas such as desks, computers, laptops and phones.

*iv. Daily COVID-19 Self-Assessment*

AFN expects all employees to conduct a COVID-19 daily self-assessment prior to attending work for the day (see attached COVID-19 Daily Checklist as Appendix C) to ensure the health and safety of all employees, community members and patrons. AFN expects employees to stay home if they have a fever, cough or are experiencing two or more COVID-19 symptoms. As per the AFN Memorandum dated June 8, 2020, and Daily Health Check Log for COVID-19 provided to all employees (Appendix A) all administrative and business operations locations are to have the log available for employees to date, confirm and initial that the employee has conducted a daily COVID-19 health assessment and are in good health upon entering AFN Nation workplaces.

Business operations and the youth center sector specific re-opening plans, depending on the business, may have other specific requirements regarding employee daily health screening guidelines which must be adhered to.

v. Gathering Limits

AFN, depending on the office and business operations general capacity, will be adhering to social distancing guidelines regarding gathering limits, as set out under the Public Health Directives for businesses, organizations and workplaces, limiting the number of community members and/or patrons permitted inside workplaces at one time. This will be in effect until such time that AFN determines it is safe to lift this restriction, providing communications to all staff to advise of any changes to this section of the Policy.

vi. Travel

AFN expects all employees to limit all non-essential work-related travel at this time, utilizing other forms of communication and participation in meetings i.e. virtual participation. If essential work-related travel is required, please discuss your requirements with the Supervisor, Manager or Director for pre-approval. AFN does not require or expect any employee to conduct work related travel outside the Atlantic Travel Bubble. If an employee has travelled outside the Atlantic Travel Bubble, the employee must self-isolate for 14 days and monitor for cough, fever or COVID-19 related symptoms as per s.6.0. If an employee has a person(s), who is from outside the Atlantic Travel Bubble, self-isolating within their residence for 14 days, the employee is also required to self-isolate during this time to monitor for cough, fever or COVID-19 related symptoms as per s.6.0.

vii. Right to Refuse Unsafe Work

If an employee believes there are reasonable grounds that conducting the work, as per the employee's job description and work environment during the COVID-19 pandemic, is likely to endanger their health or safety, or the health and safety of another person, the employee may exercise their right to refuse unsafe work. An employee must be at work in order to legitimately refuse unsafe work.

Employees who believe they are unsafe in any AFN workplace, at any time, should discuss this with their Supervisor, Manager or Director. Such employees are subject to re-allocation to new duties.

## 6.0 SYMPTOMS AND TESTING

COVID-19 symptoms can vary from person to person. All employees are expected to conduct health screening checks on a daily basis as per section 5(a) iv. Symptoms of COVID-19 include fever or cough, or two of the following symptoms, sore throat, runny nose/nasal congestion, headache, and/or shortness of breath.

a. Self-Isolation

AFN employees are required to self-isolate if the employee has been referred by 811 for COVID-19 testing, is waiting for COVID-19 test results, has tested positive for COVID-19, has been informed by Public Health that the employee has been in close contact with a confirmed case or has been exposed to COVID-19, including all Public Health listings of locations for potential exposures, if the employee has travelled outside the Atlantic Travel Bubble and is returning to or entering Nova Scotia, even if the employee does not have symptoms, or if the employee has a person in their residence from outside the Atlantic Travel Bubble that is self-isolating for 14 days.

b. Symptomatic Employees

*i.* Symptoms at Home

If an employee is experiencing symptoms of COVID-19 at home, as described above, do not enter the AFN workplace, advise the immediate Supervisor, Manager or Director and stay at home for the health and safety of all employees, community members and patrons. The employee displaying COVID-19 symptoms is required to contact 811 for assessment to determine if testing is required. If a test is required, the employee is to continue to self-isolate and follow the advice and direction of Public Health officials. If a test is not required, the employee must stay at home until feeling better, with 24 hours of no fever and no symptoms (or only a mild clear runny nose).

AFN employees that are able, during this time, may work from home. If an employee is not feeling well enough or not able to work from home, please refer to s.7.0 regarding AFN established guidelines for COVID-19 leave.

*ii.* Symptoms at Work

If an employee is at work and begins to experience COVID-19 symptoms, as described above, advise the immediate Supervisor, Manager or Director and plan for a safe exit from the workplace. Remain in one place in the workplace, do not interact with other employees, arrange for transportation and exit safely from the building. The employee displaying COVID-19 symptoms is required to contact 811 for assessment to determine if testing is required. If a test is required, the employee is to continue to self-isolate and follow the advice and direction of Public Health officials. If a test is not required, the employee must stay at home until feeling better, with 24 hours of no fever and no symptoms (or only a mild clear runny nose).

AFN employees that are able, during this time, may work from home. If an employee is not feeling well enough or not able to work from home, please refer to s.7.0 regarding AFN established guidelines for COVID-19 leave.

AFN will follow cleaning and sanitization protocols as per s.5.0(iii) upon the employee's departure in spaces that may have been frequented by the employee such as high touch surfaces, including doorknobs, light switches, and commonly used areas such as desks, computers, laptops and phones, employee's office, common areas and washrooms.

*iii.* Symptomatic Close Contact Family Members

If an AFN employee's child or family member that the employee has been in close contact with begins to display symptoms of COVID-19, the employee is not required to self-isolate unless also displaying COVID-19 symptoms. If the employee is also displaying COVID-19 symptoms, please refer to s.6.0a(i). An employee may require leave to care for a child or family member that is displaying symptoms of COVID-19.

AFN employees that are able, during this time, may work from home. If an employee is not able to work from home, please refer to s.7.0 regarding AFN established guidelines for COVID-19 leave.

c. COVID-19 Positive Tests

*i.* COVID-19 Positive Test Employee

If an AFN employee tests positive for COVID-19, follow the advice and guidance of Public Health officials and continue to self-isolate. Public health will advise the employee regarding an appropriate return to work timeframe when the employee with have no fever or symptoms for 24 hours (or only a mild clear runny nose).

AFN employees that are able, during this time, may work from home. If an employee is not able to work from home, please refer to s.7.0 regarding AFN established guidelines for COVID-19 leave.

*ii.* COVID-19 Positive Test Close Contact Family Member

If an AFN employee's child or family member that the employee has been in close contact with has tested positive for COVID-19, the employee, in accordance with the COVID-19 Daily Checklist (Appendix C), is required to self-isolate for 14 days. An employee may also require leave to care for a child or family member that has tested positive for COVID-19.

AFN employees that are able, during this time, may work from home. If an employee is not able to work from home, please refer to s.7.0 regarding AFN established guidelines for COVID-19 leave.

d. Partial or Full School Closures

If an employee's child's school is on partial or permanent closure due to COVID-19 school regulations and childcare is not available and the employee is unable to work from home, please refer to s.7.0 regarding Acadia First Nation established guidelines for COVID-19 leave.

e. Returning to Work

As per s.6.0(a), symptomatic employees, symptomatic family members and s.6.0(b) COVID-19 positive test employees and positive test family members, employees may require leave to care for themselves, a child or family member that is displaying symptoms of COVID-19, tested positive for COVID-19, or childcare to address a partial or full school closure related to COVID-19. AFN employees that are able, during this time, may work from home. If an employee is not able to work from home, please refer to s.7.0 regarding Acadia First Nation established guidelines for COVID-19 leave. Return to work dates, depending on an employee's circumstances may vary, in accordance with Public Health officials and/or an employee's Supervisor, Manager or Director.

**7.0 COVID-19 LEAVE**

Acadia First Nation values its employees, their health and safety and is committed to addressing support above and beyond federal and provincial labour standards, and existing Acadia First Nation policies, including the Human Resource Manuals for Administration and Business Operations during the COVID-19 pandemic. Within this new Acadia First Nation guideline, as set out below, employees may be eligible for paid leave, or flexible working arrangements, given the employee meets the requirements, as set out therein.

Employees may be eligible for federal benefits programs in relation to time off work due to COVID-19. Eligibility is determined by the Government of Canada, and AFN encourages all employees to become familiar with the various programs.

a. COVID-19 Illness

*i.* Full-time Employees

All full-time employees in accordance with the Human Resources Manual for Administration s.11(i) and all full-time employees in accordance with the Human Resources Manual for Business Operations s.12.1 who are eligible, can lend into a maximum of two weeks (administrative staff equals 8 sick days, business operations on hourly wage, includes average work hours in a week times two) sick leave for the

following fiscal year, only if all other sick leave and vacation time, in accordance with the Acadia First Nation Human Resources Manuals for Administration and Business Operations have been utilized within the same fiscal year. This COVID-19 leave is eligible for the following:

- If an employee is experiencing COVID-19 symptoms and is required to self-isolate and is not able to work from home;
- If an employee is self-isolating, and following an 811 assessment is under the direction of Public Health and is required to be tested for COVID-19 and unable to work from home;
- If an employee has tested positive for COVID-19 and is under the direction of Public Health and unable to work from home;
- If an employee has tested negative for COVID-19 but is still experiencing flu-like symptoms and unable to work from home.

If a full-time employee is experiencing mild symptoms, and is able, with approval from the employee's direct Supervisor, Manager or Director, may continue to work from home.

*ii.* Part-time Employees – Administration

For Part-time employees, in accordance with the Human Resources Manual for Administration s.17(i), sick days are pro-rated based on an employee's actual work days. All part-time employees, who are eligible, can carry over a maximum of two weeks sick leave for the following fiscal year, only if all other sick leave and vacation time, in accordance with the Acadia First Nation Human Resources Manuals for Administration have been utilized within the same fiscal year. This COVID-19 leave is eligible for the following:

- If an employee is experiencing COVID-19 symptoms and is required to self-isolate and is not able to work from home;
- If an employee is self-isolating, and following an 811 assessment is under the direction of Public Health and is required to be tested for COVID-19 and unable to work from home;
- If an employee has tested positive for COVID-19 and is under the direction of Public Health and unable to work from home;
- If an employee has tested negative for COVID-19 but is still experiencing flu-like symptoms and unable to work from home.

*iii.* Part-time Employees – Business Operations

Part-time employees, in accordance with the Human Resources Manual Business Operations s.12.1 are not entitled to paid sick days.

b. COVID-19 Family Care

i. Full-time Employees

All Acadia First Nation full-time employees, in accordance with the Human Resources Manual for Administration s.11(i) and all full-time employees in accordance with the Human Resources Manual for Business Operations s.12.1 who are eligible, can carry over up to two weeks (administrative staff equals 8 sick days, business operations on hourly wage, includes average work hours in a week times two) sick leave for the following fiscal year, only if all other sick leave and vacation time, in accordance with the Acadia First Nation Human Resource Manuals for Administration and Business Operations, have been utilized within the same fiscal year. This COVID-19 leave is eligible for the following:

- If an employee's child is experiencing symptoms of COVID-19 and is required to self-isolate, and the employee needs to provide care and is unable to work from home.
- If an employee's child or close contact family member tests positive for COVID-19 or is displaying symptoms of COVID-19 and family care is required and the employee is unable to work from home.
- If an employee's child school is experiencing a temporary or full school closure due to COVID-19 school regulations, children are not able to attend school and childcare is not available, and the employee is unable to work from home.
- If an employee's spouse, child(ren) or person's living with the employee are at high risk for severe illness from COVID-19 as described by the Public Health Agency of Canada and the employee is unable to work from home.

ii. Part-time employees – Administration

For Part-time employees, in accordance with the Human Resources Manual for Administration s.17(i), sick days are pro-rated based on an employee's actual work days. All part-time employees, who are eligible, can carry over a maximum of two weeks sick leave for the following fiscal year, only if all other sick leave and vacation time, in accordance with the Acadia First Nation Human Resources Manuals for Administration have been utilized within the same fiscal year. This COVID-19 leave is eligible for the following:

- If an employee's child is experiencing symptoms of COVID-19 and is required to self-isolate, and the employee needs to provide care and is unable to work from home.

- If an employee's child or close contact family member tests positive for COVID-19 or is displaying symptoms of COVID-19 and family care is required and the employee is unable to work from home.
- If an employee's child school is experiencing a temporary or full school closure due to COVID-19 school regulations, children are not able to attend school and childcare is not available, and the employee is unable to work from home.
- If an employee's spouse, child(ren) or person's living with the employee are at high risk for severe illness from COVID-19 as described by the Public Health Agency of Canada and the employee is unable to work from home.

*iii.* Part-time employees – Business Operations

Part-time employees, in accordance with the Human Resources Manual Business Operations s.12.1 are not entitled to paid sick days.

c. COVID-19 Administration and Business Operations Closures

As AFN continues to be diligent in its proactive measures, and response and control plans to address COVID-19 in the workplace, there may be circumstances that will require, as a result of Public Health Directives or service and business restrictions, AFN to partially or fully close workplaces and business operations, for unknown periods of time. AFN will provide notice to employees, as situations arise, of any measures, response and control plans being put in place to address COVID-19 in the workplace.

*i.* Full-time Employees

All AFN full-time employees, in accordance with the Human Resources Manual for Administration s.11(i) and all full-time employees in accordance with the Human Resources Manual for Business Operations s.12.1 who are eligible, can carry over up to two weeks (administrative staff equals 8 sick days, business operations on hourly wage, includes average work hours in a week times two) sick leave for the following fiscal year, only if all other sick leave and vacation time, in accordance with the AFN Human Resource Manuals for Administration and Business Operations, have been utilized within the same fiscal year. This COVID-19 leave is eligible for the following:

- If an AFN business is temporarily closed under Public Health regulations for cleaning and disinfecting, contact tracing, etc. for potential COVID-19 exposure and employees are unable to work from home.

*ii.* Part-time employees – Administration

Part-time employees, in accordance with the Human Resources Manual for Administration s.17(i), sick days are pro-rated based on an employee's actual work days. Part-time employees, who are eligible, can carry over a maximum of two weeks sick leave for the following fiscal year, only if all other sick leave and vacation time, in accordance with the Acadia First Nation Human Resources Manuals for Administration have been utilized within the same fiscal year. This COVID-19 leave is eligible for the following:

- If an AFN business is temporarily closed under Public Health regulations for cleaning and disinfecting, contact tracing, etc. for potential COVID-19 exposure and employees are unable to work from home.

*iii.* Part-time employees – Business Operations

Part-time employees, in accordance with the Human Resources Manual Business Operations s.12.1 are not entitled to paid sick days.

## **8.0 SICK TIME**

As per the Human Resources Manual Administration s.17(i) and Human Resources Manual s.12.1, for the purposes of addressing COVID-19 in the workplace, AFN will allow employees, who are eligible, to carry over accumulated earned sick days from the current fiscal year to help support employees as per s.7.0 of this policy. AFN, in addressing the COVID-19 pandemic, reserves the right to amend this section of the Policy.

## **9.0 OVERTIME**

During the COVID-19 pandemic, AFN may experience employee shortages, due to an increased number of absences of employees as per s.6.0(a)(b)(c)(d) of the Policy. AFN may require additional supports from non-absent employees to support administration and business operations. Please refer to the Human Resources Manual Administration s.11(iv) and Human Resources Manual Business Operations s.7.6 regarding overtime eligibility and requirements.

## **10.0 EMPLOYEE SHORTAGES**

AFN, in working with employees, in their specific job functions, as able and appropriate, will establish contingency plans, identifying alternate designated employees for various programs to address the potential of increased employee shortages due to illness or absence and as per s.9.0 of the Policy may require additional support of non-absent employees to continue effective administration and business operations.

## **11.0 FLEXIBLE WORKING ARRANGEMENTS**

AFN employees with school age children may experience concerns relating to their family obligations. In discussion, and with approval from the employee's direct Supervisor, Manager or

Director, an employee can establish flexible working arrangements to manage the following issues:

- If an employee needs to address the new bus transportation plans (less than 150m) that leave the employee's child without adequate transportation to and from school.
- If an employee has concerns for their child's safety regarding bus transportation to and from school.
- If an employee's child day care facility is under partial closure or reduced operating hours.
- If an employee is working from home and is the primary caregiver, and needs to establish non-traditional working hours to perform job duties.

## 12.0 WORK FROM HOME

At times, upon AFN discretion, employees, approved by the Supervisor, Manager, or Director, may be able to work from home. This section of the Policy will be in effect for the duration of the COVID-19 pandemic or until AFN amends or terminates the same. AFN will clearly communicate the expectations of employees, communications, availability and productivity during business hours for those employees that may be working from home as per s.6.0(a)(b)(c)(d) of the Policy. The employee approved for a work from home arrangement, with their immediate Supervisor, Manager or Director, must establish a "work from home" plan and identify the necessary supports, tools and resources required to be successful in fulfilling job duties and being successful in a working from home environment.

## 13.0 HEALTH AND WELL-BEING

As the COVID-19 pandemic continues, it is important to AFN that employees are supported regarding their health and well-being. Adapting to a change in lifestyle and potential anxiety regarding contracting COVID-19 can impact employees overall well-being. Listed below are a few resources to support employees during the pandemic. AFN encourages employees facing challenges to discuss with their direct Supervisor, Manager or Director and or the Acadia First Nation Health staff.

Marla Robinson-Pyne  
Health Director  
Phone: 902-742-4337  
Email: [marlarobinsonpyne@acadiaband.ca](mailto:marlarobinsonpyne@acadiaband.ca)

Acadia First  
Nation Health  
Staff:

Chelsea Sawyer  
Community Health Nurse  
Office: 902 627-1245 Mobile: 902-277-2297  
Email: [CSawyer@acadiaband.ca](mailto:CSawyer@acadiaband.ca)

[Provincial Mental Health Crisis Line](#) 1-888-429-8167

[Crisis Text Line](#) is free and available 24 hours a day, 7 days a week. Special supports are in place for frontline workers.

Text: NSSTRONG to 741741

Frontline Workers Text: FRONTLINE to 741741

[Kids Help Phone](#) 1-800-668-6868

[ICAN \(Conquer Anxiety and Nervousness\) – Anxiety Program](#) helps individuals with anxiety and depression through online tools and weekly calls with a coach.

[MindWell-U](#) is a free 30-day mindfulness challenge that helps individuals lower stress and improve wellbeing.

[Therapy Assistance Online](#) (TAO) is a free and confidential online resource to support individuals experiencing mental health challenges with interactive activities and videos.

[Wellness Together Canada](#) can connect individuals with support, resources and counselling for mental health and substance use challenges.

#### **14.0 COMMUNICATIONS**

AFN health staff will continue to keep all employees informed as Health Canada, Public Health and Nova Scotia Health release pertinent updates. AFN human resources will establish a bi-weekly communication to all employees regarding any Canadian or Nova Scotian legislative changes that may impact employees including provisions within Canada’s economic response plan and any potential changes or updates to this policy as the COVID-19 pandemic continues.

#### **15.0 ONGOING POLICY REVIEW**

As the COVID-19 pandemic continues in Nova Scotia, and abroad, AFN, as an employer, will continue to review the Policy to address employee health and safety and supports, including proactive measures, response, and control plans and as per s.2(a)(b)(c)(d)(e)(f)(g) amend the Policy to support employee health and safety in the workplace, and that of our communities, and our patrons.

## **Appendix A**

Acadia First Nation Memorandum dated June 8, 2020

- Office Cleaning Checklist
- Daily Health Check Log COVID-19



June 8, 2020

### **Health Protection Act Order and Public Health Directives**

All businesses, organizations and employees need to follow the Health Protection Act Order and public health directives to limit the spread of COVID-19.

### **Working safely**

Acadia First Nation and employees will work together to prevent the spread of COVID-19, protect our members and keep each other safe.

### **Cleaning and disinfecting**

Custodians will be keeping common areas clean where people may frequent.

### **Employees are asked to;**

Make sure you're keeping your office space clean.

Clean and disinfect workspaces (a minimum of twice a day, or as required). Pay special attention to high-touch surfaces like doorknobs, light switches and railings, and commonly used areas such as desks and tabletops.

Disinfect phones, computers and other handheld devices with 70% alcohol or wipes.

Please post and follow attached “**OFFICE CLEANING CHECKLIST**” for each office space.

**Employees are responsible for following the “Office Cleaning Checklist” as specified.**

Handwashing signs are posted throughout the common areas and alcohol-based hand sanitizer (at least 60% alcohol) is provided to each employee.

Frequent hand hygiene is encouraged.

Non-essential items like magazines, waiting room chairs, and other items that can't be easily cleaned from reception areas are to be removed.

### **Communication related to COVID-19**

- All AFN Employees are encouraged to remain up to date with developments related to COVID-19
- Stay home if you're feeling sick
- All AFN Employees are made aware of the steps they should take to reduce the spread of COVID-19 (social distancing guidelines, good personal hygiene and respiratory etiquette)

### **Gathering restrictions**

Businesses and organizations not required to close need to follow the [gathering limit](#) if they're not able to maintain [social distancing guidelines](#).

### **Social distancing**

AFN employees must maintain social distancing of 2 metres (6 feet) whenever they can. All Nova Scotians need to follow [social distancing guidelines](#) to help limit the spread of COVID-19 and reduce the risk of getting sick.

### **DAILY HEALTH CHECK LOG – COVID-19**

Employees are asked to initial an attached “DAILY HEALTH CHECK LOG” at the beginning of each workday. This log is to be visible to those entering your office. It is imperative that we are diligent and accountable to prevent the spread of Covid-19 within our vulnerable communities as well as protecting our peers in the workplace.

**Symptomatic workers should go home immediately and contact 811.**

If there are any questions or concerns please feel free to contact myself at any time,

Marla Robinson-Pyne

**Health Director Acadia First Nation**  
Yarmouth Health Centre

[marlarobinson-pyne@acadiaband.ca](mailto:marlarobinson-pyne@acadiaband.ca)

**Office Cleaning Checklist**

		After Each Use	Daily plus when necessary	Weekly	Monthly
1	Overall appearance of the environment is tidy and uncluttered.		X		
2	Floors are cleaned and disinfected, including edges and corners. There is no dust or dirt present.		X		
3	Walls, doors, door frames, knobs, and light switches have had marks and dirty areas wipe clean.		X		
4	Storage shelves have been cleaned.				X
5	Desks and chairs have been wiped clean.		X		
6	Telephone has been wiped clean.		X		
7	Window ledges have been wiped clean.			X	
8	Curtains or blinds are clean with no soiled areas present.				X

9	Garbage container has been cleaned and disinfected and lined with a new plastic bag.			X	
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Acadia First Nation

1-866-670-8086

Bus: (902) 742-4337 Fax: (902) 742-4824  
10534 Highway #3 Yarmouth, N.S. B5A 4A8

## DAILY HEALTH CHECK LOG – COVID-19

Note: please use one log sheet per worker. Log should be used at the beginning of each workday.  
**Symptomatic workers should go home immediately and contact 811.**

Symptoms of COVID-19 include:

- fever (chills, sweats)
- cough or worsening of a previous cough
- sore throat
- headache
- shortness of breath
- muscle aches
- sneezing
- nasal congestion or runny nose
- hoarse voice
- diarrhea
- unusual fatigue
- loss of sense of smell or taste
- red, purple or blueish lesions on the feet, toes or fingers without clear cause

<https://novascotia.ca/coronavirus/>



## **Appendix B**

### Hand Washing Etiquette

# PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.



1 Wet your hands with warm running water



2 Add soap and scrub for 15-20 seconds



3 Wash backs, thumbs, between fingers, and under nails



4 Rinse off soap under running water



5 Dry your hands with a clean towel



6 Turn off tap with a towel

When soap and water are not available, alcohol-based hand sanitizers can be used if hands are not visibly soiled.



## **Appendix C**

### Covid-19 Daily Checklist

# COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please consider these questions each day before leaving home and entering public spaces.

If you are feeling unwell, you should **stay home or go home immediately, and follow the instructions below.**

**1**

**Are you feeling unwell or do you have new or worsening health symptoms?**

If yes, stay home and avoid public spaces, including work, school/child care, and shopping.

**2**

**In the past 48 hours have you had, or are you currently experiencing, any of these symptoms?**



Fever (i.e. chills/sweats) **OR** Cough (new or worsening)

**OR two or more of the following symptoms (new or worsening);**



Sore throat



Runny nose/nasal congestion



Headache



Shortness of breath

If yes, stay home and contact 811 to be screened for testing for COVID-19.

If you are unsure whether you should be tested complete the 811 online assessment, <https://when-to-call-about-covid19.novascotia.ca/en>, or if unable to access the online tool, call 811.

**3**

**In the last 14 days, have you travelled outside Atlantic Canada?**

If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.

**4**

**In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?**

If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.

**5**

**Are you waiting for results from a COVID-19 test?**

If yes, stay home. You are required by law to self-isolate while awaiting COVID-19 test results. Please follow instructions given by Public Health.

Revised September 8, 2020