Ontario Public Health	Resources:	
https://covid-19.ontario.ca/		
Ottawa Public Health:		
https://secureforms.ottawapublichealth.ca/screening-de https://www.ottawapublichealth.ca/en/public-health-top		
Leeds, Grenville & Lanark District Health Unit https://healthunit.org/		
Renfrew County District Health Unit https://www.rcdhu.com/		
	Contacts:	
Short Term Disability Absence: disability@algonquin WSIB: disability@algonquincollege.com and Health an Legislated Leave - ACPenBen@algonquincollege.cor Covid-19 Leave -ACPenBen@algonquincollege.com	d Safety	
Leave Reason	Full Time	Fixed Term Admin
Employee <u>can</u> work from home and is <u>not</u> exhibiting	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
any symptoms. To be used for the following situations that an employee reports:	Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing purposes. May require proof upon request.	Yes - no lost time. No - Employee provided up to three paid days Covid-19 Leave to cover scheduled shifts/hours away from work . May require proof upon request.
Casual contact with suspected case of COVID-19. Casual contact with confirmed case of COVID-19. Close contact with suspected case of COVID-19 Close contact with confirmed case of COVID-19.	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee low to no symptoms feels they can work. Employee continues working remotely.	<u>Employee tests positive:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee low to no symptoms feels they can work. Employee continues working remotely.
	<u>Employee tests negative</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. If employee has been working remotely, then the employee continues working from home. If employee is not working remotely, the returns to work/campus.	<u>Employee tests negative</u> : Employee to follow OPH directives/guidelines. Employee continues working from home if already working remotely or returns to work/campus.
Employee <u>can't</u> work from home and is <u>not</u> exhibiting any symptoms.	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
To be used for the following situations that an employee reports: Casual contact with suspected case of COVID-19.	Yes - no lost time. NoEmployee to use sick hours to cover hours lost for testing purposes. May require proof upon request.	Yes - no lost time. No - Employee provided up to three paid days Covid-19 Leave to cover scheduled shifts/hours away from work. May require proof upon request.
Casual contact with confirmed case of COVID-19. Close contact with suspected case of COVID-19 Close contact with confirmed case of COVID-19.	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Leave administered under legislated leave (Infectious Disease Emergency Leave)
	<u>Employee tests negative</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.	<u>Employee tests negative</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.
Employee <u>can</u> work from home and <u>is</u> exhibiting symptoms of COVID-19	Employee placed on sick leave. May require supporting documentation upon request. If asymptomatic and able to work from home, the employee should work from home during this period.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work.
	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under legislated leave (Infectious Disease Emergency Leave). May require proof upon request.
	Employee tests negative: Employee continues on sick leave. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication until symptom free.	<u>Employee tests negative:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication
Employee <u>can't</u> work from home and <u>is</u> exhibiting symptoms of COVID-19	Employee placed on sick leave. May require supporting documentation upon request.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work
	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under legislated leave (Infectious Disease Emergency Leave). May require proof upon request.
	Employee tests negative: Employee continues on sick leave. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication until symptom free.	<u>Employee tests negative:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication

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Leave Reason	<u>Full Time</u>	<u>Fixed Term Admin</u>
Work exposure to suspected case of COVID-19.	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
Employee is asymptomatic.	Yes - no lost time.	Yes - no lost time.
If an employee <u>can</u> work from home and has no symptoms.	No - No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	No -Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
	<u>Employee tests positive</u> : Employee low to no symptoms feels they can work. Employee continues working remotely. File transition to WSIB process. Any lost time moving forwarded as a result of illness is coded as WSIB paid. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	<u>Employee tests positive</u> : Employee low to no symptoms feels they can work. Employee continues working remotely. File transition to WSIB process. Any lost time moving forwarded as a result of illness is coded as WSIB paid. Employee to follow OPH directives/guideline
	Employee tests negative: Employee continues working from home if already working remotely or returns to work/campus. File does not transition to WSIB. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication	<u>Employee tests negative</u> : Employee continues working from home if already working remotely or returns to work/campus. File does not transition to WSIB. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication
Work exposure to suspected case of COVID-19 and employee exhibiting symptoms.	Employee placed on sick leave to cover hours lost for testing purposes. May require supporting documentation upon request.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
If an employee <u>can't</u> work from home and is exhibiting symptoms.	<u>Employee tests positive</u> : File transition to WSIB process. Any lost time reviewed and coded as WSIB paid. WSIB claim initiated. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	<u>Employee tests positive</u> : File transition to WSIB process for review and adjudication. Any lost time coded as WSIB unpaid for review and approval. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.
		<u>Employee tests negative:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB.
Work exposure to suspected case of COVID-19. Employee is asymptomatic.	Can employee attend testing site outside of working hours?	Can employees attend testing site outside of working hours?
If an employee <u>can't</u> work from home and <u>is not</u> exhibiting any symptoms.	Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing process. May require supporting documentation upon request.	Yes - no lost time. No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
	<u>Employee tests positive</u> : Employee file transition to WSIB. Lost time coded as WSIB paid for review and approval by WSIB. Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	<u>Employee tests positive:</u> - Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines . Employee file transitions to WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB.
	<u>Employee tests negative:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB	<u>Employee tests negative:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. Employee returns to work. File does not transition to WSIB
Work exposure to suspected case of COVID-19.	Employee placed on sick leave to cover hours lost for testing process. May require supporting documentation upon request.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work . May require supporting documentation upon request.
If an employee <u>can't</u> work from home and <u>is</u> exhibiting any symptoms.		Employee transitions to sick unpaid LOA
	<u>Employee tests positive:</u> Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. File transition to WSIB process. Any lost time reviewed and coded as WSIB paid .	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee file transitions to WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB.
	<u>Employee tests negative</u> : Employee continues on sick leave and to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB	Employee tests negative: Employee continues on sick unpaid and is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and may return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB.
Provide support to family member as related to Covid- 19	Request to use accumulated leave days such as vacation	Request and apply for legislated leave (Infectious Disease Emergency Leave)
Can and can't work from home	Request and apply for legislated leave (Infectious Disease Emergency Leave)	
Care for children under 12 years of age due to school or daycare closure	Request to use accumulated leave days such as vacation	Request and apply for legislated leave (Infectious Disease Emergency Leave)
Can and can't work from home	or Request and apply for legislated leave (Infectious Disease Emergency Leave)	

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Ontario Public Health	Resources:		
https://covid-19.ontario.ca/			
Ottawa Public Health: https://secureforms.ottawapublichealth.ca/screening-depis https://www.ottawapublichealth.ca/en/public-health-topics/			
Leeds, Grenville & Lanark District Health Unit			
https://healthunit.org/			
Renfrew County District Health Unit https://www.rcdhu.com/			
	Contacts:		
Ontario Public Health https://covid-19.ontario.ca/			
Ottawa Public Health: https://secureforms.ottawapublichealth.ca/screening-depis https://www.ottawapublichealth.ca/en/public-health-topics/			
<u>Leave Reason</u>	Full Time Faculty	Partial Load	Part Time and Sessional (part Time and Session
Employee <u>can</u> work from home and is <u>not</u> exhibiting any symptoms.	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hou
To be used for the following situations that an employee reports:	Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	Yes - no lost time. No -Employee to use partial load sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	Yes - no lost time. No - Employee provided up to three paid days COVID-19 away from work. May require supporting documentation
Casual contact with suspected case of COVID-19. Casual contact with confirmed case of COVID-19. Close contact with suspected case of COVID-19 Close contact with confirmed case of COVID-19.	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee low to no symptoms feels they can work. Employee continues working remotely.	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee low to no symptoms feels they can work. Employee continues working remotely.	<u>Employee tests positive:</u> Employee to follow Ontario Pub directives/guidelines. Employee low to no symptoms fee working remotely.
	Employee tests negative: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. If employee has been working remotely, then the employee continues working from home. If employee is not working remotely, the returns to work/campus	Employee tests negative: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. If employee has been working remotely, then the employee continues working from home. If employee is not working remotely, the returns to work/campus	Employee tests negative: Employee to follow Ontario Pub directives/guidelines. Employee continues working from h to work/campus
Employee <u>can't</u> work from home and is <u>not</u> exhibiting any symptoms.		Can employee attend testing site outside of working hours?	Can employees attend testing site outside of working ho
To be used for the following situations that an employee reports: Casual contact with suspected case of COVID-19.	Yes - no lost time. NoEmployee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	Yes - no lost time. NoEmployee to use partial load sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	Yes no lost time. No - EE provided up to three paid days Covid-19 Leave work. May require supporting documentation upon req
Casual contact with confirmed case of COVID-19. Close contact with suspected case of COVID-19 Close contact with confirmed case of COVID-19.	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Leave administered under policy HR23 - Employee Sick Leave	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive:</u> Employee to follow Ontario Pu directives/guidelines. Employee placed on legislated leav
	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.	Employee tests negative: Employee is to follow Ontario F directives/guidelines. May return to work after receipt of improving for 24 hours without the use of fever-reducing
Employee <u>can</u> work from home and <u>is</u> exhibiting symptoms of COVID-19	Employee placed on sick leave. May require supporting documentation upon request. If asymptomatic and able to work from home, the employee should work from home during this period.	Employee placed on partial load sick leave. May require supporting documentation upon request If asymptomatic and able to work from home, the employee should work from home during this period.	Employee provided up to three paid days COVID-19 Lea from work. May require supporting documentation up
	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive</u> : Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Leave administered under policy HR23 - Employee Sick Leave	Employee transitions to sick unpaid LOA/legislated leave
	<u>Employee tests negative</u> : Employee continues on sick Leave. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing	<u>Employee tests negative</u> : Employee continues on sick. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication until	<u>Employee tests positive</u> : Employee to follow Ontario Pudirectives/guidelines. Leave administered under legislated Leave).
	medication until symptom free.	symptom free.	<u>Employee tests negative:</u> Employee is to follow Ontario F directives/guidelines. May return to work after receipt of improving for 24 hours without the use of fever-reducing
Employee <u>can't</u> work from home and <u>is</u> exhibiting symptoms of COVID-19	Employee placed on sick leave. May require supporting documentation upon request.	Employee placed on partial load sick leave. May require supporting documentation upon request.	Employee provided up to three paid days COVID-19 Leav from work. May require supporting documentation upon
	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	Employee tests positive: Employee to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	Employee transitions to sick unpaid LOA/legislated leave
	<u>Employee tests negative:</u> Employee continues on sick leave. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing	<u>Employee tests negative:</u> Employee continues on sick leave. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing	<u>Employee tests positive</u> : Employee to follow Ontario Pub directives/guidelines and leave administered under legisla Leave).
	medication until symptom free.	medication until symptom free.	Employee tests negative: Employee continues on sick un Ontario Public Health and/or your Local Health Unit dire receipt of negative test and/or once symptoms are impro- reducing medication

(paid LOA per CEC)

hours?

D-19 Leave to cover scheduled shifts/hours tation upon request.

Public Health and/or your Local Health Unit s feels they can work. Employee continues

o Public Health and/or your Local Health Unit om home if already working remotely or returns

g hours?

ave to cover scheduled shifts/hours away from n request.

o Public Health and/or your Local Health Unit l leave (Infectious Disease Emergency Leave).

ario Public Health and/or your Local Health Unit pt of negative test and/or once symptoms are cing medication.

Leave to cover scheduled shifts/hours away n upon request.

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o Public Health and/or your Local Health Unit slated leave (Infectious Disease Emergency

ario Public Health and/or your Local Health Unit ot of negative test and/or once symptoms are cing medication

Leave to cover scheduled shifts/hours away upon request.

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Public Health and/or your Local Health Unit egislated leave (Infectious Disease Emergency

ck unpaid/legislated leave. Employee is to follow directives/guidelines. May return to work after mproving for 24 hours without the use of fever-

Leave Reason	Full Time Faculty	Partial Load	Part Time and Sessional (paid LOA per CEC)
Work exposure to suspected case of COVID-19. Employee is asymptomatic.	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
If an employee <u>can</u> work from home and has no symptoms.	Yes - no lost time. No - No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	Yes - no lost time. No - No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.	Yes - no lost time. No -EE provided up to three paid days COVID-19 Leave to cover scheduled shifts/h work. May require supporting documentation upon request.
	working remotely. File transition to WSIB process. Any lost time moving forward as a result of illness is coded as WSIB paid. Employee to follow Ontario Public Health and/or your Local Health Unit	<u>Employee tests positive</u> : Employee low to no symptoms feels they can work. Employee continues working remotely. File transition to WSIB process. Any lost time moving forward as a result of illness is coded as WSIB paid. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	Employee tests positive: Employee low to no symptoms feels they can work. Emplowerking remotely. File transition to WSIB process. Any lost time moving forward as is coded as WSIB paid. Employee is to follow Ontario Public Health and/or your Lodirectives/guidelines.
	returns to work/campus. File does not transition to WSIB. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test	<u>Employee tests negative</u> : Employee continues working from home if already working remotely or returns to work/campus. File does not transition to WSIB. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication	<u>Employee tests negative</u> : Employee continues working from home if already working returns to work/campus. File does not transition to WSIB. Employee is to follow O Health and/or your Local Health Unit directives/guidelines. May return to work after negative test and/or once symptoms are improving for 24 hours without the use of the medication
Work exposure to suspected case of COVID-19 and employee exhibiting symptoms.		Employee placed on sick leave to cover hours lost for testing purposes. Proof will be requested to be provided following testing completion	Employee provided up to three paid days COVID-19 Leave to cover scheduled shift from work. May require supporting documentation upon request.
If an employee <u>can't</u> work from home and is exhibiting symptoms.	paid. WSIB claim initiated. Employee is to follow Ontario Public Health and/or your Local Health Unit	<u>Employee tests positive</u> : File transition to WSIB process. Any lost time reviewed and coded as WSIB paid. WSIB claim initiated. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	<u>Employee tests positive</u> : File transition to WSIB process for review and adjudication coded as WSIB unpaid for review and approval. Employee is to follow Ontario Pub your Local Health Unit directives/guidelines.
	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. Employee returns to work 24 hours after receipt of negative test. File does not transition to WSIB	Employee tests negative: Employee continues on sick unpaid leave. Employee is to Public Health and/or your Local Health Unit directives/guidelines. May return to wo of negative test and/or once symptoms are improving for 24 hours without the use medication. Employee returns to work 24 hours after receipt of negative test. File of transition to WSIB.
Work exposure to suspected case of COVID-19. Employee is asymptomatic.	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?	Can employees to attend testing site outside of working hours?
If an employee <u>can't</u> work from home and <u>is not</u> exhibiting any symptoms.	Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing process. May require supporting documentation upon request.	Yes - no lost time. No -Employee to use partial load sick hours to cover hours lost for testing process. May require supporting documentation upon request.	Yes no lost time. No - EE provided up to three paid days COVID-19 Leave to cover scheduled shifts from work. May require supporting documentation upon request.
		<u>Employee tests positive</u> : Employee file transition to WSIB. Lost time coded as WSIB unpaid for review and approval by WSIB. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	<u>Employee tests positive:</u> - Employee file transitions to WSIB. Lost time coded as WS review and payment by WSIB. Employee is to follow Ontario Public Health and/or y Unit directives/guidelines.
	improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB	<u>Employee tests negative:</u> Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. Employee returns to work. File does not transition to WSIB	<u>Employee tests negative:</u> Employee is to follow Ontario Public Health and/or your I directives/guidelines. May return to work after receipt of negative test and/or once improving for 24 hours without the use of fever-reducing medication. Employee retu does not transition to WSIB
Work exposure to suspected case of COVID-19.	Employee placed on sick leave to cover hours lost for testing process. May require supporting documentation upon request.	Employee placed on partial load sick leave to cover hours lost for testing process. May require supporting documentation upon request.	Employee provided up to three paid days COVID -19 Leave to cover scheduled shi from work. May require supporting documentation upon request.
If an employee <u>can't</u> work from home and <u>is</u> exhibiting any symptoms.	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Unit	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Unit	Employee transitions to sick unpaid LOA
	directives/guidelines. File transition to WSIB process. Any lost time reviewed and coded as WSIB paid	directives/guidelines. File transition to WSIB process. Lost time coded as WSIB unpaid for review and payment by WSIB.	Employee tests positive: Employee is to follow Ontario Public Health and/or your L directives/guidelines. Employee file transitions to WSIB. Lost time coded as WSIB u and payment by WSIB.
		<u>Employee tests negative</u> : Employee continues on sick leave and is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB	<u>Employee tests negative:</u> Employee continues on sick and is to follow Ontario Public your Local Health Unit directives/guidelines. May return to work after receipt of net and/or once symptoms are improving for 24 hours without the use of fever-reducing File does not transition to WSIB.
Provide support to family member as related to Covid-19	Family Care Leave per article 21.07A	Family Care Leave per article 21.07A	Request and apply for legislated leave (Infectious Disease Emergency Leave)
Can and can't work from home	Request to use accumulated leave days such as vacation	Request to use accumulated leave days such as vacation	ווובטווטט שושכמצ מווע מאדיי וטו וטטואמנטע ובמעב (וווובטווטטט שושכמשב בווובוטבווטע בכמעב)
	Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)	
Care for children under 12 years of age due to school or daycare closure	Request to use accumulated leave days such as vacation	Request to use accumulated leave days such as vacation	Request and apply for legislated leave (Infectious Disease Emergency Leave)
Can and can't work from home	Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)	

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. Employee continues ward as a result of illness r your Local Health Unit

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lled shifts/hours away

udication. Any lost time ario Public Health and/or

yee is to follow Ontario turn to work after receipt the use of fever-reducing File does not

lled shifts/hours away

d as WSIB unpaid for and/or your Local Health

r your Local Health Unit or once symptoms are yee returns to work. File

luled shifts/hours away

r your Local Health Unit WSIB unpaid for review

ario Public Health and/or eipt of negative test reducing medication.

	Resources:		
Ontario Public Health https://covid-19.ontario.ca/			
Ottawa Public Health:			
https://secureforms.ottawapublichealth.ca/screening-depis https://www.ottawapublichealth.ca/en/public-health-topics/			
Leeds, Grenville & Lanark District Health Unit https://healthunit.org/			
Renfrew County District Health Unit https://www.rcdhu.com/			
	Contacts:		
Short Term Disability Absence: disability@algonquincol WSIB: disability@algonquincollege.com and Health and S Legislated Leave - ACPenBen@algonquincollege.com Covid-19 Leave -ACPenBen@algonquincollege.com			
Leave Reason	Full Time	Regular Part Time	Appendix D, Appendix G, PNRK, Casual, student, temporary;Co-Op Student
	Can employee attend testing site outside of working hours?	Can employees to attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
symptoms. To be used for the following situations that an employee reports: Casual contact with suspected case of COVID-19.	No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting	Yes - no lost time. No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.	Yes - no lost time. No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
Casual contact with confirmed case of COVID-19. Close contact with suspected case of COVID-19 Close contact with confirmed case of COVID-19.		<u>Employee tests positive:</u> Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee low to no symptoms feels they can work. Employee continues working remotely.	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Un directives/guidelines. Employee low to no symptoms feels they can work. Employee continues working remotely.
	directives/guidelines. If employee has been working remotely, then the employee continues	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee continues working from home if already working remotely or returns to work/campus.	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health Un directives/guidelines. Employee continues working from home if already working remotely or return to work/campus.
Employee <u>can't</u> work from home and is <u>not</u> exhibiting any symptoms.	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
To be used for the following situations that an employee reports:	NoEmployee to use sick hours to cover hours lost for testing purposes. May require supporting	Yes - no lost time. No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.	Yes - no lost time. No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
Close contact with suspected case of COVID-19 Close contact with confirmed case of COVID-19.	directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under legislated leave (Infectious Disease Emergency Leave).	<u>Employee tests positive:</u> Employee is to follow Ontario Public Health and/or your Local Health Ur directives/guidelines. Employee placed on legislated leave (Infectious Disease Emergency Leave)
	directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health Undirectives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication.
Employee <u>can</u> work from home and <u>is</u> exhibiting symptoms of COVID-19	Employee placed on sick leave. May require supporting documentation upon request. If asymptomatic and able to work from home, the employee should work from home during this period.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	Employee transitions to sick unpaid LOA/legislated leave.	Employee transitions to sick unpaid LOA/legislated leave.
	Employee tests negative: Employee continues on sick leave. Employee is to follow Ontario Public	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under legislated leave (Infectious Disease Emergency Leave).	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Uni directives/guidelines and Employee transitions to legislated leave (Infectious Disease Emergency Leave) until well and medically cleared to return to work.
	medication until symptom free.	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Undirectives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication
symptoms of COVID-19		Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.
	Unit directives/guidelines and leave administered under policy HR23 - Employee Sick Leave	<u>Employee tests positive</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and leave administered under legislated leave (Infectious Disease Emergency Leave).	Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Uni directives/guidelines and leave administered under legislated leave (Infectious Disease Emergence Leave).
	Employee tests negative: Employee continues on sick leave. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test and/or once	<u>Employee tests negative</u> : Employee is to follow Ontario Public Health and/or your Local Health Un directives/guidelines. May return to work after receipt of negative test and/or once symptoms are

Leave Reason	Full Time	Regular Part Time	Appendix D, Appendix G, PNRK, Casual, student, temporary; Co-Op Student
Work exposure to suspected case of COVID-19.	Can employees attend testing site outside of working hours?	Can employee attend testing site outside of working hours?	Can employee attend testing site outside of working hours?
Employee is asymptomatic.	Yes - no lost time.	Yes - no lost time.	Yes - no lost time.
If an employee <u>can</u> work from home and has no	No - No -Employee to use sick hours to cover hours lost for testing purposes. May require	No -Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours	No -Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away
symptoms.	supporting documentation upon request.	away from work . May require supporting documentation upon request.	from work. May require supporting documentation upon request.
	Employee tests positive: Employee low to no symptoms feels they can work. Employee continues	Environ testa peritina. Environ laura laura e prestante facto theu con marti. Environ continues	Environ testa pesitiva. Environ la vita pe avmentanza facila theve an work. Environ e avitinues
	working remotely. File transition to WSIB process. Any lost time moving forwarded as a result of illness is coded as WSIB paid. Employee is to follow Ontario Public Health and/or your Local	<u>Employee tests positive</u> : Employee low to no symptoms feels they can work. Employee continues working remotely. File transition to WSIB process. Any lost time moving forwarded as a result of	<u>Employee tests positive</u> : Employee low to no symptoms feels they can work. Employee continues working remotely. File transition to WSIB process. Any lost time moving forwarded as a result of
	Health Unit directives/guidelines.	illness is coded as WSIB paid. Employee is to follow Ontario Public Health and/or your Local	illness is coded as WSIB paid. Employee is to follow Ontario Public Health and/or your Local
	Employee tests negative: Employee continues working from home if already working remotely or	Health Unit directives/guidelines.	Health Unit directives/guidelines.
	returns to work/campus. File does not transition to WSIB. Employee is to follow Ontario Public	Employee tests negative: Employee continues working from home if already working remotely or	Employee tests negative: Employee continues working from home if already working remotely or
	Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of	returns to work/campus. File does not transition to WSIB . Employee is to follow Ontario Public	returns to work/campus. File does not transition to WSIB . Employee is to follow Ontario Public
	negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication	Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of	Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of
	medication	medication	negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication
Work exposure to suspected case of COVID-19 and	Employee placed on sick leave to cover hours lost for testing purposes. May require supporting		Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away
employee exhibiting symptoms.	documentation upon request.	from work. May require supporting documentation upon request.	from work. May require supporting documentation upon request.
If an employee <u>can't</u> work from home and is exhibiting		Employee tests positive: File transition to WSIB process for review and adjudication. Any lost	Employee tests positive: File transition to WSIB process for review and adjudication. Any lost time
symptoms.	<u>Employee tests positive:</u> File transition to WSIB process. Any lost time reviewed and coded as WSIB paid. WSIB claim initiated. Employee is to follow Ontario Public Health and/or your Local	time coded as WSIB unpaid for review and approval. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.	coded as WSIB unpaid for review and approval. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines.
	Health Unit directives/guidelines.	nearth and/or your Local nearth onit directives/guidennes.	your Local Health Onit Unectives/guidennes.
		Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health Unit
	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health	Unit directives/guidelines. May return to work after receipt of negative test and/or once	directives/guidelines. May return to work after receipt of negative test and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB
	are improving for 24 hours without the use of fever-reducing medication. File does not transition to		Improving for 24 hours without the use of level-reducing medication. The does not transition to words
	WSIB		
Work exposure to suspected case of COVID-19.	Can employees attend testing site outside of working hours?	Can employees attend testing site outside of working hours?	Can employees attend testing site outside of working hours?
Employee is asymptomatic.	Yes - no lost time.	Yes - no lost time.	Yes - no lost time.
If an employee <u>can't</u> work from home and <u>is not</u>	No -Employee to use sick hours to cover hours lost for testing process. May require supporting	No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours	No - Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours
exhibiting any symptoms.	documentation upon request.	away from work. May require supporting documentation upon request.	away from work. May require supporting documentation upon request.
	Employee tests positive: Employee file transition to WSIB. Lost time coded as WSIB paid for review	Employee tests positive:- Employee is to follow Ontario Public Health and/or your Local Health	Employee tests positive:- Employee is to follow Ontario Public Health and/or your Local Health Unit
	and approval by WSIB. Employee is to follow Ontario Public Health and/or your Local Health Unit	Unit directives/guidelines. Employee file transitions to WSIB. Lost time coded as WSIB unpaid	directives/guidelines. Employee file transitions to WSIB. Lost time coded as WSIB unpaid for
	directives/guidelines.	for review and payment by WSIB.	review and payment by WSIB.
	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health	Employee tests negative: Employee is to follow Ontario Public Health and/or your Local Health Unit
	Unit directives/guidelines. May return to work after receipt of negative test and/or once symptoms	Unit directives/guidelines. May return to work after receipt of negative test and/or once	directives/guidelines. May return to work after receipt of negative test and/or once symptoms are
	are improving for 24 hours without the use of fever-reducing medication. File does not transition to WSIB	symptoms are improving for 24 hours without the use of fever-reducing medication. Employee returns to work. File does not transition to WSIB	improving for 24 hours without the use of fever-reducing medication. Employee returns to work. File does not transition to WSIB
Work exposure to suspected case of COVID-19.	Employee placed on sick leave to cover hours lost for testing process. May require supporting	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours	Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away
If an employee can't work from home and is exhibiting	documentation upon request.	away from work . May require supporting documentation upon request.	from work . May require supporting documentation upon request.
any symptoms.	Freedows to the section of the section of the stress (with the section of the sec	Employee transitions to sick unpaid LOA	Employee transitions to sick unpaid LOA
	<u>Employee tests positive</u> : Employee to follow OPH directives/guideline. File transition to WSIB process. Any lost time reviewed and coded as WSIB paid.	Employee tests positive: Employee to follow OPH directives/guideline. Employee file transitions	Employee tests positive: Employee to follow OPH directives/guideline. Employee file transitions to
		to WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB.	WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB.
	<u>Employee tests negative:</u> Employee continues on sick leave and is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative	Employee tests negative: Employee continues on sick unpaid and is to follow Ontario Public	Employee tests negative: Employee continues on sick unpaid and is to follow Ontario Public Health
	test and/or once symptoms are improving for 24 hours without the use of fever-reducing	Health and/or your Local Health Unit directives/guidelines. May return to work after receipt of	and/or your Local Health Unit directives/guidelines. May return to work after receipt of negative test
	medication. File does not transition to WSIB		and/or once symptoms are improving for 24 hours without the use of fever-reducing medication. File
		medication. File does not transition to WSIB.	does not transition to WSIB.
Provide support to family member as related to Covid-19	5 Family Care Days per article 12.2.2	Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)
Can and can't work from home	Request to use accumulated leave days such as vacation		
	Request and apply for legislated leave (Infectious Disease Emergency Leave)		
Care for children under 12 years of age due to school or	Request to use accumulated leave days such as vacation		
daycare closure		Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)
Can and can't work from home			
	Request and apply for legislated leave (Infectious Disease Emergency Leave)		