

COVID-19 Testing Matrix
Administration Categories and Guidelines

Resources:		
<p>Ontario Public Health https://covid-19.ontario.ca/</p> <p>Ottawa Public Health: https://secureforms.ottawapublichealth.ca/screening-depistage/Workplaces-and-Post-Secondary https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx?_mid_=32064</p> <p>Leeds, Grenville & Lanark District Health Unit https://healthunit.org/</p> <p>Renfrew County District Health Unit https://www.rcdhu.com/</p>		
Contacts:		
<p>Short Term Disability Absence: disability@algonquincollege.com WSIB: disability@algonquincollege.com and Health and Safety Legislated Leave - ACPenBen: algonquincollege.com Covid-19 Leave - ACPenBen: algonquincollege.com</p>		
Leave Reason	Full Time	Fixed Term Admin
<p>Employee can work from home and is not exhibiting any symptoms.</p> <p>To be used for the following situations that an employee reports: 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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing purposes. May require proof upon request.</p> <p><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.</p> <p><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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>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.</p> <p><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.</p> <p><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.</p>
<p>Employee can't work from home and is not exhibiting any symptoms.</p> <p>To be used for the following situations that an employee reports: 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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>Yes - no lost time. No - -Employee to use sick hours to cover hours lost for testing purposes. May require proof upon request.</p> <p><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</p> <p><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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>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.</p> <p><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) - .</p> <p><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.</p>
<p>Employee can work from home and is exhibiting symptoms of COVID-19</p>	<p>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.</p> <p>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</p> <p>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.</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work.</p> <p><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.</p> <p><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</p>
<p>Employee can't work from home and is exhibiting symptoms of COVID-19</p>	<p>Employee placed on sick leave. May require supporting documentation upon request.</p> <p>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</p> <p>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.</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work</p> <p><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.</p> <p><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</p>

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Administration Categories and Guidelines

Leave Reason	Full Time	Fixed Term Admin
<p>Work exposure to suspected case of COVID-19. Employee is asymptomatic.</p> <p>If an employee can work from home and has no symptoms.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>Yes - no lost time. No - No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.</p> <p><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.</p> <p><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</p>	<p>Can employee attend testing site outside of working hours?</p> <p>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.</p> <p><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</p> <p><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</p>
<p>Work exposure to suspected case of COVID-19 and employee exhibiting symptoms.</p> <p>If an employee can't work from home and is exhibiting symptoms.</p>	<p>Employee placed on sick leave to cover hours lost for testing purposes. May require supporting documentation upon request.</p> <p><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.</p> <p><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</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.</p> <p><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.</p> <p><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.</p>
<p>Work exposure to suspected case of COVID-19. Employee is asymptomatic.</p> <p>If an employee can't work from home and is not exhibiting any symptoms.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing process. May require supporting documentation upon request.</p> <p><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.</p> <p><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</p>	<p>Can employees attend testing site outside of working hours?</p> <p>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.</p> <p><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.</p> <p><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</p>
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<p>Provide support to family member as related to Covid-19</p> <p>Can and can't work from home</p>	<p>Request to use accumulated leave days such as vacation</p> <p>or</p> <p>Request and apply for legislated leave (Infectious Disease Emergency Leave)</p>	<p>Request and apply for legislated leave (Infectious Disease Emergency Leave)</p>
<p>Care for children under 12 years of age due to school or daycare closure</p> <p>Can and can't work from home</p>	<p>Request to use accumulated leave days such as vacation</p> <p>or</p> <p>Request and apply for legislated leave (Infectious Disease Emergency Leave)</p>	<p>Request and apply for legislated leave (Infectious Disease Emergency Leave)</p>

**COVID Testing Matrix
Faculty Categories and Guidelines**

Resources:
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<p>Ontario Public Health https://covid-19.ontario.ca/</p> <p>Ottawa Public Health: https://secureforms.ottawapublichealth.ca/screening-depistage/Workplaces-and-Post-Secondary https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx?_mid_=32064</p>

<u>Leave Reason</u>	<u>Full Time Faculty</u>	<u>Partial Load</u>	<u>Part Time and Sessional (paid LOA per CEC)</u>
Employee can work from home and is not exhibiting any symptoms. To be used for the following situations that an employee reports: 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.	Can employee attend testing site outside of working hours? Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request. <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.	Can employee attend testing site outside of working hours? 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. <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.	Can employee attend testing site outside of working hours? 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 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. Employee continues working from home if already working remotely or returns to work/campus.
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**COVID Testing Matrix
Faculty Categories and Guidelines**

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. If an employee can work from home and has no symptoms.	Can employee attend testing site outside of working hours? Yes - no lost time. No - No -Employee to use sick hours to cover hours lost for testing purposes. 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 forward 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 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	Can employee attend testing site outside of working hours? Yes - no lost time. No - No -Employee to use sick hours to cover hours lost for testing purposes. 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 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. <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	Can employee attend testing site outside of working hours? Yes - no lost time. No -EE 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 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. <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
Work exposure to suspected case of COVID-19 and employee exhibiting symptoms. If an employee can't work from home and is exhibiting symptoms.	Employee placed on sick leave to cover hours lost for testing purposes. May require supporting documentation upon request. <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 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	Employee placed on sick leave to cover hours lost for testing purposes. Proof will be requested to be provided following testing completion <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 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 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> File transition to WSIB process for review and adjudication. Any lost time coded as WSIB unpaid for review and approval. Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. <u>Employee tests negative:</u> Employee continues on sick unpaid 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 medication. Employee returns to work 24 hours after receipt of negative test. File does not transition to WSIB.
Work exposure to suspected case of COVID-19. Employee is asymptomatic. If an employee can't work from home and is not exhibiting any symptoms.	Can employee attend testing site outside of working hours? Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing process. 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 is to follow Ontario Public Health and/or 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	Can employee attend testing site outside of working hours? 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. <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 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	Can employees attend testing site outside of working hours? Yes no lost time. No - EE 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 transitions to WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB. Employee is to follow Ontario Public Health and/or 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. Employee returns to work. File does not transition to WSIB
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Provide support to family member as related to Covid-19 Can and can't work from home	Family Care Leave per article 21.07A Request to use accumulated leave days such as vacation Request and apply for legislated leave (Infectious Disease Emergency Leave)	Family Care Leave per article 21.07A Request to use accumulated leave days such as vacation 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 Can and can't work from home	Request to use accumulated leave days such as vacation or Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request to use accumulated leave days such as vacation or Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)

**COVID-19 Testing
Support Categories and Guidelines**

Resources:
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Contacts:
<p>Short Term Disability Absence: disability@algonquincollege.com WSIB: disability@algonquincollege.com and Health and Safety Legislated Leave - ACPenBen: algonquincollege.com Covid-19 Leave - ACPenBen: algonquincollege.com</p>

Leave Reason	Full Time	Regular Part Time	Appendix D, Appendix G, PNRK, Casual, student, temporary ; Co-Op Student
<p>Employee can work from home and is not exhibiting any symptoms.</p> <p>To be used for the following situations that an employee reports: 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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.</p> <p>Employee tests positive: 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.</p> <p>Employee tests negative: Employee is 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.</p>	<p>Can employees to attend testing site outside of working hours?</p> <p>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.</p> <p>Employee tests positive: 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.</p> <p>Employee tests negative: 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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>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.</p> <p>Employee tests positive: 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.</p> <p>Employee tests negative: 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.</p>
<p>Employee can't work from home and is not exhibiting any symptoms.</p> <p>To be used for the following situations that an employee reports: 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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>Yes - no lost time. No - -Employee to use sick hours to cover hours lost for testing purposes. May require supporting documentation upon request.</p> <p>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</p> <p>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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>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.</p> <p>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).</p> <p>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.</p>	<p>Can employee attend testing site outside of working hours?</p> <p>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.</p> <p>Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. Employee placed on legislated leave (Infectious Disease Emergency Leave).</p> <p>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.</p>
<p>Employee can work from home and is exhibiting symptoms of COVID-19</p>	<p>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.</p> <p>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</p> <p>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 medication until symptom free.</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.</p> <p>Employee transitions to sick unpaid LOA/legislated leave.</p> <p>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).</p> <p>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</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.</p> <p>Employee transitions to sick unpaid LOA/legislated leave.</p> <p>Employee tests positive: Employee is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines and Employee transitions to legislated leave (Infectious Disease Emergency Leave) until well and medically cleared to return to work.</p> <p>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</p>
<p>Employee can't work from home and is exhibiting symptoms of COVID-19</p>	<p>Employee placed on sick leave. May require supporting documentation upon request.</p> <p>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</p> <p>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 medication until symptom free.</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.</p> <p>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).</p> <p>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</p>	<p>Employee provided up to three paid days COVID-19 Leave to cover scheduled shifts/hours away from work. May require supporting documentation upon request.</p> <p>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).</p> <p>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</p>

**COVID-19 Testing
Support Categories and Guidelines**

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. Employee is asymptomatic. If an employee can work from home and has no symptoms.	Can employees attend testing site outside of working hours? Yes - no lost time. No - No -Employee to use sick hours to cover hours lost for testing purposes. 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 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. <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	Can employee attend testing site outside of working hours? 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 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. <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	Can employee attend testing site outside of working hours? 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 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. <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
Work exposure to suspected case of COVID-19 and employee exhibiting symptoms. If an employee can't work from home and is exhibiting symptoms.	Employee placed on sick leave to cover hours lost for testing purposes. May require supporting documentation upon request. <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 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	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> File transition to WSIB process for review and adjudication. Any lost time coded as WSIB unpaid for review and approval. Employee is to follow Ontario Public Health and/or 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.	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> File transition to WSIB process for review and adjudication. Any lost time coded as WSIB unpaid for review and approval. Employee is to follow Ontario Public Health and/or 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.
Work exposure to suspected case of COVID-19. Employee is asymptomatic. If an employee can't work from home and is not exhibiting any symptoms.	Can employees attend testing site outside of working hours? Yes - no lost time. No -Employee to use sick hours to cover hours lost for testing process. 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 is to follow Ontario Public Health and/or your Local Health Unit directives/guidelines. 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. File does not transition to WSIB	Can employees attend testing site outside of working hours? 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 is 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 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	Can employees attend testing site outside of working hours? 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 is 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 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
Work exposure to suspected case of COVID-19. If an employee can't work from home and is exhibiting any symptoms.	Employee placed on sick leave to cover hours lost for testing process. May require supporting documentation upon request. <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 . <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	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 transitions to sick unpaid LOA Employee tests positive: Employee to follow OPH directives/guideline. Employee file transitions to WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB. Employee tests negative: Employee continues on sick unpaid 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.	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 transitions to sick unpaid LOA Employee tests positive: Employee to follow OPH directives/guideline. Employee file transitions to WSIB. Lost time coded as WSIB unpaid for review and payment by WSIB. Employee tests negative: Employee continues on sick unpaid 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.
Provide support to family member as related to Covid-19 Can and can't work from home	5 Family Care Days per article 12.2.2 Request to use accumulated leave days such as vacation Request and apply for legislated leave (Infectious Disease Emergency Leave)	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 Can and can't work from home	Request to use accumulated leave days such as vacation or Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)	Request and apply for legislated leave (Infectious Disease Emergency Leave)