



COMMUNITIES TOGETHER FOR CHILDREN

Staff Travel

12. COVID-19 Staff Travel

Date: November 25, 2020

CATEGORY: Health and Safety

REVISED: September 15, 2021

Purpose

Due to the rapidly changing and rising case numbers, from time to time, travel outside of Northwestern Ontario may not be advisable and should be for essential reasons only.

Essential travel is defined as for medical or human-rights-related reasons, such as a disability or family status accommodations.

Policy

Anyone (including employees, children and families) who have travelled outside of Northwestern Ontario may not be permitted to enter Communities Together for Children's EarlyON Child and Family Centre or receive in person services (if a travel advisory is in effect) until they have completed a 14-day self-isolation period.

Please review the Thunder Bay District Health Unit's Travel Advisories for current information.

<https://www.ontario.ca/page/travelling-during-covid-19#section-2>

Employees returning from non-essential travel outside of Northwestern Ontario will not be compensated for the requisite time spent away from work.

Procedure

In the event that travel is essential, all staff must follow the recommendations from the Health Unit regarding current restrictions on travel, self-isolation and monitoring of symptoms after travel.

If any symptoms develop, the employee must immediately Contact the Assessment Centre at the Thunder Bay Regional Health Sciences Centre (807) 935-8100 for testing.

Self-isolation includes staying separate from other members of your household.

Staff may have the option to work from home but will not be compensated their regular wages.

Hours compensated will depend on virtual programming, training, remote work available etc.

Policy and Procedure Review

Communities Together for Children EarlyON will review this policy monthly and recognize that this policy may be amended as needed in response to continually evolving circumstances during the COVID-19 pandemic.

