



METROPOLITAN
COMMUNITY COLLEGE
EST. 1993

Employee Leave Protocols

While Metropolitan Community College is gradually opening, our campus is still largely closed. Students are learning online and most of the employees are mainly working from home.

COVID-19 Information Sources

Employees are encouraged to review the latest information at the following sources:

- The Public Health Agency of Canada: COVID-19
- The BC Ministry of Health
- Additional information is available on the BC Centre for Disease Control
- Call the Public Health Agency of Canada's COVID-19 Information hotline at: 1-833-784-4397.

These sources are updated regularly and employees are encouraged to check back often.

Attendance at work during COVID-19

1. If you are not able to work your regular schedule due to childcare responsibilities, your director will provide flexible work arrangements if possible. If you are unable to work under the flexible arrangements, your director will discuss the options of the use of vacation time or unpaid leave.

2. If you are asymptomatic and believe **you may have been exposed to COVID-19 by having contact with a person with a confirmed case or presumptive case** you should contact 8-1-1, your primary care provider, or local health office, and follow direction given by those sources. If you are directed by medical authorities to self-isolate for 14 days while self-monitoring for symptoms the following will apply:

1. If your position is such that it is feasible to work from home, please make such arrangements with your director.

2. If you are in a role that is not feasible to work from home, please contact your director and you will be placed on leave with pay for the duration of the recommended isolation period.

3. If you are **experiencing flu-like symptoms**, you should not be working and should recuperate at home on sick leave. This not only allows you to get well, but also protects other employees and students. Please ensure you contact your director so you can be placed



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on the sick leave report. In order to avoid unnecessary utilization of health system resources during this time, a doctor's note is not required to substantiate your sick leave.

4. If you have medical confirmation that due to your medical condition you should not attend work and it is not possible for you to work at home, you may use vacation time and/or unpaid leave.

Precautions

It is important that we all help prevent the spread of any infections by:

- Washing our hands on a regular basis with soap and water for at least 20 seconds. You can also use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoiding touching eyes, nose and mouth with unwashed hands.
- Avoiding close contact with people who are sick.
- Staying home when sick.
- Covering a cough or sneeze with a tissue, then throwing the tissue in the trash or cough and sneeze into your elbow.
- Cleaning and disinfecting frequently touched objects and surfaces.
- Avoiding travel to affected areas and/or coming into contact with infected or potentially infected people.
- Following official public health and medical advice closely.