



CORPORATE COMMUNICATIONS

COVID-19 Update -1

For all Town Employees and Council, the Corporation is monitoring the current situation with the Coronavirus Disease (COVID-19) regularly and will continue to provide regular updates to all employees on COVID-19.

As of March 12, 2020, the World Health Organization is describing the global COVID-19 outbreak as a pandemic.

- Ontario has 36 ongoing confirmed cases of COVID-19 with 5 cases resolved.
 - Simcoe County risk still remains low

For additional information and updates below are a list of available links:

[Public Health information regarding the COVID-19 virus](#)

[Public Health information regarding the COVID-19 virus](#)

[Government of Canada information regarding the COVID-19 virus](#)

[Government of Ontario information regarding the COVID-19 virus](#)

[World Health Organization – Information regarding COVID-19 virus](#)

Corporate Proactive Measures

The safety of our staff, council, residents and those who interact with us on a daily basis is paramount. While the risk in Simcoe County is currently low the following proactive measures have been taken as a Corporation:

- Providing all staff with regular communications as updates become available.
- All facility cleaners have been asked to continue their regular cleaning duties **and** to ensure high-touch surfaces are cleaned more often through the day such as:
 - Door handles, tables, sink taps, washrooms, coffee pot, fridges, cupboard handles etc.
 - Staff are asked to participate in regular disinfecting of high-use equipment/objects (including your own personal devices)
- Posters have been distributed to all facilities to be placed on entrance doors asking if they have symptoms to please conduct business by telephone or internet or return when they are feeling better
- For extra protective measures all facilities have available: Disinfectant wipes and hand sanitizer (*limited supply, please use only as required*)
- Managers and Supervisors will discuss with their team any planned activities between now and April 30, 2020:
 - Scheduled training,
 - Scheduled visits to companies/businesses/homes,
 - Events/Conferences.



Coming to Work

Please notify your supervisor immediately via email, phone or text if you have knowingly been in contact with someone with COVID-19 virus and/or you meet one or more of the symptoms below:

Symptoms include (but not limited to):

- Flu like symptoms: body aches, runny nose, headaches, fever, sore throat/cough, difficulty breathing.

Possible options:

1. Quarantine – Short-Term Disability (STD)

An employee who tests positive for COVID-19 and has Town of Midland benefits will be approved for STD immediately with the following exceptions to our policy:

- No medical note will be required,
- The 3-day elimination period will be waived, and
- The employee will receive 75% of their earnings through STD. Human Resources will discuss available options with you for top-up, as per respective Collective Agreements.

2. Self-Isolation and Short-Term Disability (STD)

An employee who has knowingly been in contact with someone with the COVID-19 virus and/or meets one or more of the COVID-19 symptoms will be eligible for STD to self-isolate, as per the respective Collective Agreements, with the understanding that:

- The employee will sign a declaration statement agreeing to the conditions
- The employee will notify Simcoe Muskoka District Health Unit at 705-721-7520
- No medical note will be required,
- The 3-day elimination period will be required,
- They will self-isolate for 14 days (including weekends) and
- The employee will receive 75% of their earnings through STD. Human Resources will discuss available options with you for top-up, as per respective Collective Agreements.

3. Employees without Short Term Disability benefits

The Ontario government is putting measures in place to assist employees through Employment Insurance for self isolation. Please refer to the following resources:

- Employment Insurance Sick Benefits
 - Link - <https://www.canada.ca/en/services/benefits/ei/ei-sickness.html>

4. Work from Home Options

- If you have knowingly been exposed to COVID-19 virus and your job tasks are such that you could potentially work from home and based on prior approval, your Manager will investigate the possibility of VPN access.

5. Workplace Accommodations

- Accommodation of isolation at work will be based on medical documentation and will be considered on a case-by-case basis.

Proactive measures will be reviewed and modified as necessary and any changes will be communicated to all employees.