Department:	All Municipal Employees	Policy Number:	P03-1006-20
Section:	Emergency Planning	Effective Date:	March 19, 2020
Subject:	==COVID-19== Sick Leave/Short-Term Disability	Revised Date:	June 9, 2020 ==June 8, 2021==
Authority:	By-Law 2020-031, By-Law 2020-068, By-Law 2021-==XX==		

1. Reference Policy

Non-Union Personal Policy (Sick Leave/Short Term Disability) – H00-2006-03

2. Policy Statement

When a pandemic alert is declared by the World Health Organization (WHO) and it reaches ==Grade== One, Two or Three ==Level Emergency== that will affect the Municipality, employees who are sick (or feel sick or self-screen themselves as likely to be sick) are NOT to report to work.

Employees must report all illness or sick days to their supervisor as soon as possible.

Isolation – Covid Protocol:

1. Self-isolation **NOT** contracted at workplace (asymptomatic):

   a. If a full-time employee has been directed by the local heath authority, or medical practitioner to self-isolate due to close contact exposure, the employee shall complete the following steps:

      i. Notify supervisor.

      ii. Contact Public Health for further direction.

      iii. Contact Human Resources to begin the Short-term Disability (STD) application process.
      *All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require employees to receive STD, until required.

      iv. Asymptomatic isolation period, the employee shall proceed with following options:
      - Continue working if your position allows you the ability to work from home.
      - If you are unable to work from home employees shall use in the following order:
        - Use any Sick/Personal days available.
        - Upon written request, employees may obtain approval to use any

Overtime hours available.
- o Upon written request, employees may obtain approval to use any vacation hours available.

 v. If the asymptomatic employee changes to symptomatic, the employee shall:
- Notify Supervisor and Human Resources of the change of their situation
- Once the qualifying period has been met, the employee should begin to receive STD
  - o If the employee has outstanding Sick Time and/or overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.

2. Self-isolation **NOT** contracted at workplace (symptomatic):

 a. If a full-time employee cannot pass the Pre-Screening Health Declaration Form or has been directed by the local heath authority, or medical practitioner to self-isolate due to COVID-19 symptoms, the employee shall complete the following steps:

  i. Notify supervisor.

  ii. Contact Public Health for further direction.

  iii. Contact Human Resources to begin the Short-term Disability (STD) application process.
*All employees are being asked to begin the application at the time of self-isolation, to avoid any delays in the approval process. Submitting the application does not require the employee to receive STD, until required.

  iv. Symptomatic Isolation period, the employee shall proceed with following options:
- If healthy, continue working if your position allows you the ability to work from home.
- Use three Sick/Personal days as part of the qualifying period.
- The employee should begin to receive STD.
  - o If the employee has outstanding Sick Time and/or Overtime, they may make a written request to their supervisor to utilize this time before receiving STD payments.

3. Self-isolation contracted at workplace:

 a. If an employee may have had close contact or have clearly been exposed in the course of their work duties as identified by the Health Unit, Brockton will continue to compensate the exposed employee as per their employment agreement during the self-isolation period only. Those employees that can continue to work from home during self-isolation may be required to do so in accordance with the Alternate Work Location Policy P03-1008-20.

Employee Responsibility
For any absence of more than the accepted guidelines for self-isolation the employee may be required to provide evidence reasonable in the circumstances, stating that the employee is unable to perform

his/her duties and indicating the probable duration of the illness, and, the expected date of return to work. Failure to produce the required documentation may result in the uncertified days of absence being charged as leave without pay.

Employer Responsibility

The Municipality of Brockton will comply with the Employment Standards Act, 2000 and all legislative leaves that may change from time to time.

If the minimum requirements of the Employment Standards Act provide employees with any greater entitlements than those set out in this Policy, the Municipality of Brockton will provide employees with such greater entitlements in substitution for those set out in this Policy.

Return to Work

The Municipality of Brockton will follow all Public Health guidelines and Short-Term Disability decisions regarding returning employees safely to work. If an employee requires accommodation in order to return to work the Municipality of Brockton will follow Return to Work Procedure H10-0610-16.

World Health Organization

Grading

©

WHO grading of public health events and emergencies

The world faces an increasing number of emergencies with health consequences from all hazards, including infectious disease outbreaks, conflicts, natural disasters, chemical or radio-nuclear spills and food contamination.

Many emergencies can be complex, with more than one cause, and can have significant public health, social, economic and political impacts. WHO has specific responsibilities and accountabilities for emergency operations under the International Health Regulations (IHR) (2005) and within the global humanitarian system as the Interagency Standing Committee (IASC) Global Health Cluster Lead Agency.

These responsibilities begin with early detection and <u>risk assessment</u> or situation analysis of a public health event or emergency. Events or emergencies requiring an operational response by WHO are referred for grading.

This page describes the grading process, definitions of various grades, and the criteria for grading. WHO uses three levels of emergency grades; emergencies that continue for more than six months may be defined as protracted crises, which also have three grades.

Grading is an internal activation procedure that triggers WHO emergency procedures and activities for the management of the response.

The grading assigned to an acute emergency indicates the level of operational response required by WHO for that emergency. WHO's immediate operational response to acute events and emergencies is not dependent on grading. If the risk assessment or situation analysis indicates the need for an operational response, WHO immediately repurposes the country office(s), initiates response activities and then proceeds to grading within a maximum of 24 hours of the analysis. Protracted emergencies (that persist for longer than 6 months) are assigned protracted grades to indicate the level of operational response to be sustained by WHO over a prolonged, often indefinite period.

Purpose of grading

Grading is an internal WHO process that is conducted to:

- Activate WHO's Incident Management System and Emergency SOPs
- Inform the Organization of the level of WHO's operational response to an emergency and the need for mobilization of internal and external resources
- Determine the need for a surge of additional human and material resources
- Permit the use of resources from the CFE above US$ 50,000
- Convey to partners, donors and other stakeholders WHO's assessment of the scale of unmet needs within the health sector and, by extension, the requirement for additional international resources.

Triggers for grading

- **Any public health event with a risk assessed as high or very high;**
- **Any public health event with a risk assessed as moderate or low, but that requires an operational response by WHO;**
- **Any emergency situation for which the initial situation analysis indicates a health impact likely to require an operational response by WHO;**
- **Any request for emergency assistance from a Member State.**

Timing of grading

For acute events and emergencies, the grading exercise is conducted within 24 hours of:

- **A risk assessment that characterizes an acute event as high or very high risk.**
- **A situation analysis that indicates the likely need for an operational response by WHO to a sudden onset emergency, e.g. earthquake, tropical storm.**

For moderate risks or slower onset events, e.g. due to conflict or drought, grading may only happen several days after initial assessment.

WHO levels for graded emergencies

Ungraded

A public health event or emergency that is being monitored by WHO but that does not require a WHO operational response.

Grade 1

A single country emergency requiring a limited response by WHO, but that still exceeds the usual country-level cooperation that the WHO Country Office (WCO) has with the Member State. Most of the WHO response can be managed with in-country assets. Organizational and/or external support required by the WCO is limited. The provision of support to the WCO is coordinated by an Emergency Coordinator in the Regional Office.

Grade 2

A single country or multiple country emergency, requiring a moderate response by WHO. The level of response required by WHO always exceeds the capacity of the WCO. Organizational and/or external support required by the WCO is moderate. The provision of support to the WCO is

coordinated by an Emergency Coordinator in the Regional Office. An Emergency Officer is also appointed at headquarters to assist with the coordination of Organization-wide support.

Grade 3

A single country or multiple country emergency, requiring a major/maximal WHO response. Organizational and/or external support required by the WCO is major and requires the mobilization of Organization-wide assets. The provision of support to the WCO is coordinated by an Emergency Coordinator in the Regional Office(s). An Emergency Officer is also appointed at headquarters, to assist with the coordination of Organizationwide inputs. On occasion, the WHE Executive Director and the Regional Director may agree to have the Emergency Coordinator based in headquarters. For events or emergencies involving multiple regions, an Incident Management Support Team at headquarters will coordinate the response across the regions.

FEATURED PUBLICATION | 13 JUNE 2017

[Emergency response framework (ERF), 2nd edition](#)

[Download] [Read More]

All emergencies by grade