

Summary of Rules and Common Language for BCARC Managers and Staff

The already difficult work that we all do is being made more challenging than ever with the impact of the current pandemic. *It is imperative that we stay focused on the task at hand.* This communication is intended for all managers and staff to have shared language when discussing the virus.

Regarding COVID-19

At this time all actions being taken by BCARC in response to COVID-19 are being directed explicitly by the Board of Health. Each scenario that is being presented throughout the agency related to COVID-19 is being brought to the attention of the Board of Health Department and we are explicitly following their guidance.

All guidance from the Board of Health is being communicated to the agency by our Nursing staff. General Board of Health Directives are:

- Any staff who *has* had contact (2nd or 3rd person) with someone confirmed to have COVID-19 may continue to work, wearing a mask as long as they remain symptom free.
- When there is a confirmed case of first person “close” contact with someone testing positive for COVID-19, staff need to immediately notify our Nursing Department.
- As defined by the BOH, primary “close contact” is all staff and individuals who have been within 6 feet for more than 15 minutes or in direct contact performing personal care with someone who is positive.
- In some instances, due to increased health risk to an individual or staff due to their own medical history or illness outside of COVID-19, they may be asked to wear a mask on shift. Example: Sick children at home with strep-throat.
- Any Staff who has recently returned from outside of the county are considered quarantined for 14 days and must remain under quarantine for 1 week. If they remain symptom free they may return to work wearing a mask for the second week.

Regarding the ATTESTATION:

- Any staff who have missed more than 3 days of work have to sign the attestation form before returning to work.
- Submit attestation form to HR.
- Staff who are returning from quarantine after having travelled out of the country also need to complete the attestation.
- If the 3 days of absence is related to a medical condition apart from flu/COVID, we expect a doctor’s note.
- We can review on a case by case basis if staff are unable to get a follow-up appointment with their doctor for a non-virus related medical condition.

Regarding LOA forms

- Any staff who reports that they CANNOT work due to lack of child care or because they are staying home with a high risk health condition must fill out the NON Medical Leave of Absence form.
- Any staff who are out of work due to illness related to being COVID positive or having had primary contact exposure with a positive person should complete the medical LOA Form.
- At this time, staff who refuse a shift need to fill out a NON Medical LOA form.

Fast Track Hiring

- Our hiring process has been modified to expedite the hiring of new staff. Staff will now be able to start working before their orientation. This will apply to staff that:
 - Have completed the hiring process and are awaiting orientation.
 - They can work immediately as long as the essential payroll work is completed at first shift.
 - They must still attend the next scheduled orientation and First Aid and CPR.

- Essential paperwork is returned immediately to HR.
- Shaun Hall is working on expedited orientation format.

Regarding Negative Sick Balance

If staff are out of sick, vacation and personal time and have been put on quarantine by the Board of Health for a work-related primary contact with a confirmed positive person, they are now eligible to go negative in their sick time accrual to get a full pay check for the duration of the quarantine period.

For relief staff who are on work-related quarantine and run out of sick time, they are also eligible to go negative in their sick time accruals. Meaning we will pay them for their time for all scheduled shifts on shiftboard until off quarantine.