

COVID-19 Prevention Policy

Updated March 11, 2019
(will be revised as required)

Policy Overview

The Calgary Chamber is implementing the following policy in order to maintain a safe and healthy environment for our team both in the workplace and at home. Managing these risks will require full participation from all team members, contractors and consultants and anyone else entering the Chamber office.

Prevention...

At Home

It has been proven that the best way to combat the spread of any virus is to practice strong personal hygiene. You are encouraged to wash your hands with soap and water (for at least 20 seconds) often and use hand sanitizer in situations where hand washing is not available. Coughing or sneezing into the bend in your arm as opposed to your hands is also encouraged.

In the Office

All team members are encouraged to practice strong personal hygiene, as outlined above. Team members should also be wiping down their workspace and everything else they touch with disinfectant wipes on a daily basis. Lastly, it is the expectation that team members will stay home when they are sick, and not return to the office until they are well again. This takes a team effort and we all should be reminding each other regularly about these practices.

Personal Travel

Team members who are engaging in personal travel are strongly encouraged to review the Government of Canada's travel advisory website before the leave and avoid any non-essential travel to areas that are medium to high risk. If they must travel to one of these areas, we ask that they disclose their travel itinerary to their manager and Human Resources prior to leaving on the trip, and they will be asked to self-isolate for a period of 2 weeks (14 days) after returning (even if they are not showing symptoms). <https://travel.gc.ca/travelling/advisories>

For workdays which fall into the 14-day caution period after returning, it is expected that team members will work from home during this time.

- This will require prior notification and discussion with the relevant Manager and Director to ensure there is a plan in place that will allow work tasks to be fulfilled.
- Reasonable accommodations will be made on a case by case basis to address resource requirements to put into effect the plan as discussed with the Director.

Should flu-type symptoms appear, the team member should immediately call Health Link Alberta (811) for direction and indicate that they have done so to the relevant leadership team member and Human Resources.

- Team members should note that the current Calgary Chamber policy is to provide 2 weeks of paid Sick Leave if they contract COVID-19. This is in addition to their regular paid sick time allotment for the year.
- If a team member is required to take any portion of their 2 weeks of sick time due to COVID-19, a doctor's note confirming their case will be required.
- If a team member requires more than 2 weeks of leave due to COVID-19, and they have exhausted their regular paid sick time allotment, they will be required to apply for EI sickness benefits and must provide a medical certificate that states the estimated duration of the leave.

Working from Home – Starting March 16, 2020

Effective March 16th, 2020, team members are encouraged to work from home as much as possible. There is no end date identified at this time, but when employees are expected to be back in the office, an announcement will be sent to the team from the President & CEO alerting everyone of the change.

If a team member needs to come into the office for any reason, they are asked to exercise their best judgement if/when they need to come in. The Chamber is still open and the work is still moving along, so the expectation during their time working from home is that the team members are online and available during their regular working hours.

Stay up to Date with Accurate Information

The situation is constantly evolving, so team members are encouraged to refer to the relevant government websites. <https://www.alberta.ca/coronavirus-info-for-albertans.aspx#top>

Should team members have any questions or concerns, please do not hesitate to reach out to your manager or Human Resources.