COVID-19 Update: Sunday, March 15, 2020
Re: FAQ's for Staff & Faculty regarding work status

Am I required to attend the workplace?

At this time, employees who are not self-isolated or quarantined are expected to attend the workplace. Although classes have been suspended and we will be moving to online or alternate class delivery, the university remains open and staff must continue their work to maintain our services.

When do I self-isolate?

Based on recommendations and guidelines from the Nova Scotia Department of Health and Wellness (Public Health), all StFX students, faculty and staff who have travelled internationally as of Friday, March 13, 2020 are to impose a 14-day self-isolation protocol before they can return to campus.

This applies to all StFX students, faculty and staff who were outside of Canada, whether for university or personal travel, as of Friday March 13, 2020.

IF THIS APPLIES TO YOU:

- Faculty/staff, please contact the chair of your department, your dean, or direct supervisor to advise of your status.
- Students, please contact your dean to advise of your status.

Will I be paid if I am unable to work because of self-isolation or quarantine due to travel?

a) If the nature of your job allows you to work from home, and you have no symptoms: you are expected to notify your Supervisor or Dean of your return date to Canada and discuss options for working from home. You will be paid regular pay.

b) If the nature of your job allows you to work from home but you are feeling sick: you should notify your Supervisor or Dean that you cannot work because you are sick. You will be paid through sick leave until you are well enough to resume working from home during the self-isolation period.

c) If your job does not allow you to work from home: you must notify your Supervisor or Dean of your return date to Canada and you must self-isolate for 14 days upon your return. You will be paid for your regular hours during that 14-day calendar period. This 14-day period will be paid without drawing down other balances of sick leave, vacation, etc., but will be limited to the 14 calendar days. Once 14 calendar days are up, you will be expected to return to work provided you are well.
If you become unwell within the 14-day period, you will transition to sick leave. Please contact your Supervisor or Dean to update them on your status.

If you become unwell beyond the 14 calendar days, you will transition to sick leave. Employees who do not have sick leave will be provided with a Record of Employment and you can apply for EI sick benefits with no waiting period.

**What do I do at the conclusion of the self-isolation or quarantine period?**

After completion of the required self-isolation or quarantine period, contact your Supervisor or Dean to discuss the process for your return to the workplace. You may be required to provide additional information prior to returning to work.

**I am currently out of the country, and unable to return due to travel restrictions. What do I do?**

Notify your Supervisor or Dean of your absence. If you can perform your work remotely, you are encouraged to do so. Your Supervisor or Dean will ask for further information and provide further instruction.

**Am I required to provide a doctor’s note to establish entitlement to paid sick leave benefits as a result of self-isolation or quarantine?**

No. However, you are required to contact your Supervisor or Dean to discuss your absence.

**What should faculty/staff with flu-like symptoms do?**

If you are experiencing any flu-like symptoms – whether or not you believe them to be related to COVID-19 – you should stay at home and see a healthcare professional as you deem appropriate. If you are showing symptoms related to COVID-19, you are encouraged to consult the Nova Scotia government’s self-assessment guide, which will dictate whether you should report your symptoms to 811.

Employees who are experiencing any flu-like symptoms should take a sick day or arrange to work from home as appropriate.

**I have underlying health issues and am concerned about being in the workplace, what do I do?**

Please contact Human Resources to discuss your options on a case-by-case basis.
I am not having symptoms, but I am feeling anxious and/or stressed about COVID-19 and want to talk to someone. Who should I contact?

This can be a stressful time, if you or a family member would like to speak to someone, the Employee and Family Assistance Program (EFAP) can provide you with immediate and confidential help for any work, health or life concern.

Access your EFAP:

- By phone: 1-800-387-4765
- By website: workhealthlife.com
- Download the MyEAP app in your app store

Is the university well supplied with hand soap, paper towel and sanitizer?

Currently, we have plenty of soap and paper towel in stock. Washing hands with soap and warm water is one of the best ways to help prevent the spread. Hand sanitizer can be used as an alternative.

Is the university instructing its custodial staff to do any additional cleaning?

The university is implementing infection prevention and control measures in our cleaning practices to emphasize disinfecting and cleaning of all contact points and surfaces.

Where can I go for Human Resources information?

Director, Human Resources - Jennifer Murray, 902-867-2291 j.murray@stfx.ca
Human Resources Advisor – Alison Sampson, 902-867-5236 a.sampson@stfx.ca
Health and Wellness Advisor – Janet Beaton, 902-867-5038 j.beaton@stfx.ca