



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

Memo

Date: March 3, 2020
To: All Staff
Cc: Chief and Council
From: Human Resource Department/Safety and Communications
RE: Communicable Illness Workplace Protocols

In response to the current events surrounding the Novel coronavirus, (Covid-19) **All staff are directed to hereby follow *general universal precautions*** to minimize the potential of infection and the potential for transmission of **COVID 19** and other communicable diseases by using the below noted actions to help prevent the spread of respiratory viruses, including:

- i. Avoid close contact with people who are sick,
 - ii. Avoid touching your face with your hands,
 - iii. **Wash your hands often** with soap and water for at least 20 seconds,
 - iv. Cover your cough or sneeze with a tissue, then throw the tissue in the trash,
 - v. Sneeze into your sleeve
 - vi. Keep your distance. If you are sick with any respiratory type illness - **DO NOT COME TO WORK**; if at home, avoid close contact with others. Stay at least 2 meters away to prevent infecting people around you.
- b. **As per existing TteS policy**, any employee who is sick and not coming in to work, is required to report to their immediate supervisor prior to the start of their shift they are sick and cannot come in to work.
- c. As a result of these recent health events, **we are now requesting all employees** who go off - work "sick" with any type of respiratory illness, **to please** get a clearance letter from your Doctor or registered health care practitioner **prior to returning to work, OR to remain off-work until all symptoms have passed.**



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- d. This clearance letter (Doctors note) must indicate that the employee is “fit for duty”.
 - e. Please note that employees will be allowed to use any combination of paid sick time, vacation time, time in lieu, or leave without pay for this time away from work.
 - f. Any employee who fails to follow these instructions will be sent home by their immediate Supervisor and not permitted to return to the workplace until the Medical certificate is presented.
- 2) All staff will also understand and **adhere to** the following return to work protocols regarding the TteS communicable illness procedures:

A clearance letter from your Doctor or other Health-care practitioner must be presented prior to returning to work **if any of the following situations applies to you:**

- a. You have already been diagnosed with a communicable illness or disease;
 - b. You are returning from travel to an area where there has been an outbreak of a communicable illness or disease;
 - c. After being quarantined in association with such an illness or disease.
- 3) **All staff will be subject to the following stipulations under the communicable illness protocols.**
- a. Staff traveling for personal reasons to known destinations affected by communicable diseases will not be allowed back in the workplace before presentation of medical clearance to their immediate supervisor *clearing them* to return to the workplace.
 - b. The onus is on the employee to check with the Tk'emlúps te Secwépemc insurance carrier whether travel insurance will be provided to locations affected by communicable illnesses or diseases.

Kukwstsétsemc,

TteS Disclaimer:

Information shared by employees pertaining to communicable illnesses or diseases will be kept confidential to the extent reasonably possible, full confidentiality cannot be guaranteed. The employer will deal with information in the most respectful way possible but may have to disclose relevant information depending on the circumstances.