



Civil Service COVID-19 Exclusion Policy- December 29, 2021

❖ Exclusion Policy for Employees and Clients Requiring Self-Isolation:

Employees and clients who are required to self-isolate **are not** permitted to enter a Government site. Employees who are required to self-isolate must advise their supervisor as soon as possible. Supervisors are to confirm next steps with their department HR Manager.

❖ Exclusion Policy for Employees Displaying Symptoms of COVID-19:

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms. Supervisors are to confirm next steps with their department HR Manager.
- Any staff member developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so and arrange to be tested.
- Symptomatic staff are to get tested for COVID-19, and self-isolate until the results are confirmed.
- If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave. All sick leave taken will be in accordance with Article 23 of the UPSE Civil Collective Agreement.

Symptoms of COVID-19 include:

- New or worsening cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Sore throat
- Runny nose, sneezing, congestion
- Headache
- Muscle aches
- Unusual fatigue
- Acute loss of smell or taste