



Dear LBHH&WR Employee,

The situation regarding the 2019 Novel Coronavirus (COVID-19) continues to evolve rapidly in BC, Canada and other jurisdictions. This notice is indented to explain your responsibilities as an Employee in order to prevent the spread of COVID-19.

*Employees returning from international travel:*

**As of March 12, 2020, travellers returning from any travel outside of Canada are required to self-isolate.** Even where employees are asymptomatic, if they are returning from any international travel as of March 12, 2020 they are required to follow the 14-day self-isolation procedure. As such, LBHH&WR strongly encourages employees not to travel outside Canada at this time.

*When may an employee be required to self-isolate?*

Whether self-isolation is required is determined by a qualified medical practitioner, consistent with the current recommendations and guidelines of BC Provincial Health Officer, the BCCDC, and regional health authorities. At the time of writing, the BCCDC advises that individuals may be required to self-isolate if:

1. They are incoming international travellers.
2. They have had close contact with a case or presumptive case of COVID-19. This includes individuals caring for, living with, or who had close contact with the bodily fluids of a symptomatic case. It would also include those who were within two metres of a symptomatic case on a flight.
3. They are otherwise instructed to do so by a qualified medical practitioner.

*Can an employee who has not travelled unilaterally decide to self-isolate?*

**No. Employees cannot absent themselves from work without approved leave.** This includes employees who have other employers that are requesting that they do not work at LBHH&WR. **The Office of the Chief Medical Health Office can require staff working in one location refrain from working in other health care settings.**

Should employees have concerns about COVID-19 exposure they are to advise their employer and contact 8-1-1, their primary care provider, or local public health authority and follow the instructions given. **Absent such direction or an approved leave of absence for the purpose of seeking medical advice related to potential exposure, employees are expected to report for work.**



*Cancellation of Leaves and Vacation:*

Once vacation or a leave request has been scheduled, it will only be changed by mutual agreement. In light of recent events, employees who have vacation and other leave scheduled in the next sixty (60) days may request to cancel or postpone their time off. LBHH&WR will consider having these employees work / return to work depending on staffing requirements. It is likely that employees will be required to take their vacation but may be called in to work, by mutual agreement, if and when needed.

Please let me know if you have any questions.

I would like to thank everyone for their hardwork and dedication.

Sincerely,

**Loren Tisdelle, CPHR**  
Director, Human Resources