

**From:** Ross, Sean <sean.ross@njc-cnm.gc.ca>

**Sent:** Thursday, March 12, 2020 8:42 PM

**Subject:** Guidance on COVID-19 and informational products/Lignes directrices sur la COVID-19 et produits d'information

**\*\* Sent on behalf of Sandra Hassan / Envoyé de la part de Sandra Hassan \*\***

Please see below the update on COVID-19 sent by the CHRO / Ci-dessous la mise à jour sur le COVID-19 envoyée par la DPRH.

***Sandra Hassan***

Assistant Deputy Minister, Employment Conditions & Labour Relations, Office of the Chief Human Resources Officer

Treasury Board of Canada Secretariat / Government of Canada

Sous-ministre adjointe, Conditions d'emploi et relations de travail, Bureau de la dirigeante principale des ressources humaines

Secrétariat du Conseil du Trésor du Canada / Gouvernement du Canada

**De :** Nancy Chahwan, Chief HR Officer/Dirigeante principale des rh

**Envoyé :** 12 mars 2020 6:59 PM

**À :** Nancy Chahwan, Chief HR Officer/Dirigeante principale des rh <ZZNANCY@tbs-sct.gc.ca>

**Objet :** Guidance on COVID-19 and informational products/Lignes directrices sur la COVID-19 et produits d'information

To: Deputy Heads, Heads of Agencies (including separate Employers), Heads of Human Resources

Colleagues,

The worldwide situation related to Covid-19 is evolving quickly. I am sharing the latest guidance developed collaboratively with Health Canada, the Public Health Agency of Canada and others to mitigate the workplace consequences of COVID-19 in federal workplaces.

Please disseminate this information within your organization promptly.

On March 11, 2020, the World Health Organization confirmed COVID-19 as a controllable pandemic amid well-studied efforts to slow the spread of the infection.

We must all be following the Public Health Agency of Canada and Health Canada workplace-specific guidance on the GCintranet as well as the direction of local public health authorities when specific cases arise. The authoritative source of information for Canadians on COVID-19

is [Canada.ca/coronavirus](https://Canada.ca/coronavirus), which includes public health guidance on [travel](#). Managers and employees must be consulting this site on a daily basis. Information is also available on the Government of Canada COVID-19 Information Line at 1-833-784-4397.

In addition to these sources of information, I am sharing other documents that will help you provide direction and guidance in your organization. This information will also be shared on GCintranet :

- Health Canada's updated Occupational Health Guidance for federal public servants, which includes various scenarios
- Answers to frequently asked questions raised in your organizations

This week, TBS, Health Canada and the Public Health Agency, also received numerous questions about self-isolation. In some cases, employees may be asked by local public health authorities to self-isolate or self-monitor. We need to take this consistent approach when dealing with suspected or confirmed cases of COVID-19 in the workplace. This should be shared with your employees:

***Self-isolate** when you have been diagnosed with COVID-19 or when local public health authorities have identified you as a close contact of someone diagnosed with COVID-19.*

***Self-isolation** means limiting contact with others.*

- *Do not leave home unless absolutely necessary, such as to seek medical care.*
- *Do not go to school, work or other public areas and do not use public transportation (e.g., buses, taxis).*
- *Arrange to have groceries and supplies dropped off at your door to minimize contact.*
- *If possible, stay in a separate room and use a separate bathroom from others in your home.*
- *If you have to be in contact with others, keep at least 2 metres between yourself and the other person. Keep interactions brief and wear a mask.*
- *Avoid contact with older adults and with individuals with chronic conditions or compromised immune systems.*
- *Avoid contact with pets if you live with other people who may also touch the pet.*

*If you have not been diagnosed with COVID-19 or identified as a close contact of someone with COVID-19, you should **self-monitor** for symptoms of respiratory illness. Self-monitoring means monitoring yourself for fever, cough and difficulty breathing and avoiding places where you cannot easily separate yourself from others if you become ill.*

*If you develop symptoms of respiratory illness, stay home, contact your local public health authority, and follow their instructions.*

In order to avoid overburdening the health care system, unless a manager has a *bona fide* reason to question an employee's declaration that they must self-isolate, no medical certificate should be requested.

I will keep you updated as this situation evolves. If you have questions not already addressed in this advice, please contact me directly at 613-907-5126 or invite your teams to contact [Sandra Hassan](#), Assistant Deputy Minister, Employment Conditions and Labour Relations, OCHRO, at 613-907-5100.