

## **COVID-19: Answering your workplace and human resources questions**

We know it is an extremely stressful and challenging time for you and your family. All employees should feel welcome to discuss their personal circumstances, working environment, concerns and fears with their managers. Each employee has a unique personal and family situation and we are ready to assist you and provide workplace information you need at this time. Please visit our website frequently at <https://sharedhealthmb.ca/covid19/providers/> for the latest staff updates or information.

### **Do I still report for work?**

Please follow the direction of your manager.

Do not report to work if you are ill and/or required to self-isolate and alert your manager. If you have been impacted by the provincial school or daycare closures that could prevent you from attending work, please refer to the [Addressing your child-care concerns](#) document and [Provincial Request for family status accommodation](#) form for more information. Please visit this link to read more about [Federal assistance available to families affected by COVID-19](#).

### **Can I work from home?**

Please follow the direction of your manager. If you have been approved, please review and fill out this [form](#)

### **What can I do if I am concerned about my health and safety while I am at work?**

If you have concerns about your safety at work (not health related) follow the safety concern and hazard reporting process. Let your manager know of your concerns. Your manager may consult with the department that provides occupational health and safety services or Infection Prevention and Control (IP&C) if related to IP&C protocols.

### **What should I do if I have underlying health concerns and am elderly or pregnant?**

If you have underlying conditions or are elderly please follow the regular reasonable accommodation/disability case management process by notifying your manager who will contact the Occupational Health Nurse/designate or Disability Case Management Coordinator/HR Consultant to determine what options are available to you. We want all our staff to feel safe while following important social distancing measures, hand hygiene guidelines and when using appropriate personal protective equipment.

If you are pregnant please discuss with your manager.

### **What banks can I use if I am ill or required to self-isolate?**

If you are ill and/or required to self-isolate, please be assured you can use your income protection banks (i.e., sick banks), vacation and/or general holiday/overtime banks.

### **Will I have Blue Cross coverage if I travel while public health officials advise against travelling because of COVID-19?**

Blue Cross has indicated that any employee who travels to a country, region (including cruise ships) or city which are indicated as “Level 3” or “Level 4” as a result of COVID-19 **will not** be covered for any claims related to COVID-19.

If you travel to a destination without a “Level 3” or “Level 4” advisory at the time of your departure and incur any claims arising from COVID-19, those claims will be eligible for coverage.

If you are quarantined while abroad and have reached the end of your travel limit duration, Blue Cross will extend your coverage for an extra 72 hours. This will be done at the end of the quarantine to ensure you have coverage in place during your return.

This extension does not include self-quarantine. For further information about Manitoba Blue Cross, see <https://www.mb.bluecross.ca/news#coronavirus>

### **Can I still request or continue with my vacation plans?**

There are no changes to normal process until otherwise directed.

All Manitobans, including health-care providers, have been strongly advised to cancel or postpone all non-essential travel. Please respect this guidance from our Chief Provincial Public Health Officer. **If you choose not to listen to the direction of Manitoba’s Chief Provincial**

**Health Officer you are instructed to discuss and report all travel history to your manager prior to returning to the workplace.** Our priority is to keep staff and patients safe. Follow the guidelines established by your service delivery organization. For more information visit <https://sharedhealthmb.ca/covid19/providers/>

### **Can I be redeployed to other areas of work?**

Staff may be redeployed to work at any time as determined by your employer.

### **How should I record my time during COVID-19?**

Please continue to use the same process as you would use today, unless otherwise directed by your manager. For additional questions please contact the service desk at 940-8500 or [servicedesk@sharedhealth.mb.ca](mailto:servicedesk@sharedhealth.mb.ca)