



Working Arrangements for Staff Employees during COVID-19 Pandemic—guidelines for campus-specific roles

The safety and wellness of our employees is the top priority for Trinity Western University (TWU). We make our best effort to be consistent with the practices of other comparable employers when it comes to our approach with respect to self-isolation, illness, and pay. We are closely following the recommendations of the BC Office of the Public Health Officer and the Government of Canada and is committed to reducing the risk of spreading COVID-19 within the TWU community and the community at large.

Please watch for University-wide communications and frequently check the [TWU.ca/COVID-19](https://www.twu.ca/COVID-19) site for latest information.

The guidelines below are only applicable during the COVID-19 pandemic period. Please note that TWU Human Resources (HR) will keep updating and evolving this information based on the latest development of COVID-19.

As of March 17, 2020, as most Canadian citizens are practicing social distancing at the recommendation and request of the government, the majority of Trinity Western University employees transitioned to working remotely. Please see our [Working Remotely Resources](#) on SharePoint for Tips on remote work.

For the employees who have been assigned remain on campus to support the health and safety of our students, there still two circumstances that would *require* employees to stay at home in order to reduce the risk of spreading COVID-19:

1. Voluntary self-isolation--situations where isolation is recommended to minimize the risk of spreading COVID-19
2. Isolation (for employees who have a presumptive or confirmed case of COVID-19)

Some employees may also want to protectively self-separate in situations when they wish to be cautious about their health.

1. Voluntary self-isolation--situations where isolation is recommended to minimize the risk of spreading COVID-19

Some employees do not have symptoms suggesting they may have COVID-19, but could be at higher risk of infection due to personal circumstances. These guidelines change on a regular basis and employees and Managers should review the current guidelines and recommendations posted by the [BC Office of the Public Health Officer](#) and the [Government of Canada](#). The current recommendation is for fourteen days of self-isolation (maximum of ten working days depending on the employee's schedule).

- **If employees are in a situation where self-isolation is recommended.** If employees are unable to do all or part of their work remotely, there will be no loss of pay¹ during the 14 days of self-isolation. Managers and employees should work with Human Resources to discuss a plan for payment.
- **For employees who chose to go on personal travel outside of Canada starting March 12 (including travel to the United States)²,** For employees who are unable to do all or part of their work remotely, we will treat this time as though it were sick leave and allow employees to use their paid sick time for the period of self-isolation when they return. For employees who do not have enough sick leave available or who are not eligible for sick leave, Trinity Western University will issue a record of employment so the employee can apply for [employment insurance](#).

If Trinity Western University directs an employee to self-isolate even when they do not meet criteria as outlined by the BC Officer of the Public Health Officer or the Government of Canada, it is expected Managers will discuss payment options Human Resources to determine payment.

2. Isolation (for employees who have a presumptive or confirmed case of COVID-19)

Employees who have confirmed cases of COVID-19 or have symptoms (fever, cough or difficulty breathing) should ensure they follow all of the recommendations and guidelines of the BC Office of the Provincial Health Officer including complete isolation for at least 14 days.

¹ As of March 13, 2020. This is subject to change depending on the progression of the pandemic.

² As of March 12, 2020, the BC Office of the Public Health Office is recommending avoid all non-essential travel outside of Canada. People who chose to travel are expected to self-isolate when they return from travel outside Canada. Trinity Western University strongly recommends employees chose not to travel outside of Canada for their own health and safety.

As these employees are ill, they are not expected to work remotely as they will likely need the entire 14 days (or in some cases longer) to effectively recover. The regular practices with respect to time off due to illness apply for the period of isolation and recovery.

If employees recover sooner than 14 days, and part of their work can be done remotely, they may still attempt to work remotely if they wish. We want employees to continue to feel connected if they find this is helpful for their health and recovery.

3. Protective Self-Separation--situations when employees wish to be cautious about their health

Trinity Western University has been taking action for several weeks to ensure the safety of our campuses. However, we understand that some employees may want to avoid reporting their regular workplace due to concerns about contracting COVID-19 through community exposure. This could be because the person has an underlying medical condition or because of general concerns. While some roles are critical to ensuring the safety of our students at this time and we are taking steps to ensure safety on campus, we also want our employees to be safe and feel safe at work.

If the employee is required to be on campus for at least part of their role, these employees have options:

- **Complete part of their work remotely if possible:** Please see the Working Remotely Guidelines.
- **If employees are unable to complete all or part of their work remotely,** employees can request vacation and up to two personal days if they have paid time available. If employees have recently worked additional hours, they can also speak to their Manager about taking paid time off in consideration of additional hours worked.

We want to acknowledge the dedication of our campus-specific roles and thank them for their work as they continue to safely be present with our students and ensure their well-being. These employees are working diligently under challenging and constantly-changing circumstances.

Please contact your Human Resources Representative for more information.