

COVID-19 ABSENCE PROCEDURES FOR ALL EMPLOYEES

1. If you have COVID-19 symptoms, do not come to the College.
2. If you have COVID-19 symptoms, you must fill out the COVID-19 Screening Questionnaire on the Omnivox portal. The College Nurse will be in touch with you.
3. Once you have submitted the COVID-19 Screening Questionnaire, you must contact your immediate supervisor to advise them of the situation.
4. Please isolate and arrange to have a PCR test as soon as possible. College employees have been prioritized to receive PCR tests, but only if they have symptoms. You can [book an appointment online](#) here.
5. The PCR test is mandatory and results must be sent directly to COVID HR covidhr@dawsoncollege.qc.ca upon receipt. If, for a specified reason you are unable to get to a PCR test center, you can opt to stay home and your absences for this period will be deducted from your **sick bank**.
6. If you are unable to work due to other COVID-19 related situations, please contact COVIDHR at covidhr@dawsoncollege.qc.ca.

	Situation	Isolation Period	Able to Work Telework is possible	Able to Work Telework is not possible	Unable to work
1.	You develop COVID-19 symptoms and are waiting for PCR test results.	*24 hours period while you wait to receive PCR results. <i>*(Plus or minus a day)</i>	Your position allows telework and you are well enough to work. This allows regular remuneration during isolation period.	Your position does not allow telework and you are well enough to work. This allows regular remuneration during isolation period.	Unable to work due to illness, this isolation period is covered under a COVID absence while awaiting results. <i>(Does not use your sick bank)</i>
2.	You receive a positive PCR test, and you are adequately vaccinated . <i>***(If your symptoms persist after 5 days, you must follow-up with COVID HR immediately and inform the nurse) ***</i>	5-day isolation period	Your position allows telework and you are well enough to work. This allows regular remuneration during isolation period	Your position does not allow telework and you are well enough to work. This allows regular remuneration during 5-day isolation period.	Unable to work due to illness, first 5 days are paid through sick bank. If illness extends beyond 5 days, the absence will be processed as a medical leave in accordance with your collective agreement.
3.	You receive a positive PCR test, and you are NOT adequately vaccinated . <i>***(If your symptoms persist after 10 days, you must follow-up with COVID HR immediately and inform the nurse) ***</i>	10-day isolation period	Your position allows telework and you are well enough to work. This allows regular remuneration during isolation period.	Your position does not allow telework and you are well enough to work. This allows regular remuneration during 10-day isolation period.	Unable to work due to illness, first 5 days are paid through sick bank. If illness extends beyond 5 days, the absence will be processed as a medical leave in accordance with your collective agreement.
4.	You receive a negative PCR test, and you are still presenting symptoms. <i>(The 24 hours period for your PCR test is covered under a COVID absence)</i>	*24 hours period while you wait to receive PCR results. <i>*(Plus or minus a day)</i>			Unable to work due to illness, first 5 days are paid through sick bank. If illness extends beyond 5 days, the absence will be processed as a medical leave in accordance with your collective agreement.

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	Situation	Isolation Period	Able to Work Telework is possible	Able to Work Telework is not possible	Unable to work
5.	A person in your household has tested positive for COVID-19 and you are <u>adequately vaccinated</u>	No isolation period required			
6.	A person in your household has tested positive for COVID-19 and you are <u>NOT adequately vaccinated</u>	5-day isolation period	Your position allows telework and you are well enough to work. This allows regular remuneration during isolation period.	Your position does not allow telework and you are well enough to work: This allows regular remuneration during 5-day isolation period.	Unable to work due to caring for child or other family member, the isolation period is covered under a COVID absence (<i>Does not use your sick bank</i>)
7.	You were in direct contact with a person who tested positive for COVID-19 and you are <u>adequately vaccinated.</u>	No isolation period required			
8.	You were in direct contact with a person who tested positive for COVID-19 and you are <u>NOT adequately vaccinated.</u>	Based on risk assessment by COVID HR	Your position allows telework and you are well enough to work. This allows regular remuneration.	Your position does not allow telework and you are well enough to work: This allows regular remuneration during isolation period.	N/A <i>You have no symptoms, and you are following an isolation period</i>
9.	Your child's daycare and/or school is closed due to a COVID-19 situation		Your position allows telework. This allows regular remuneration.	Your position does not allow telework. This absence will be covered by family obligation in accordance with your collective agreement. <i>Employees who must care for a family member due to a COVID situation may be eligible to benefit from Canada Recovery Caregiving Benefit (CRCB) from the Government of Canada).</i>	
10.	Continuing Education Faculty & Occasional employees You develop COVID-19 symptoms and are waiting for PCR test results.	*24 hours period while you wait to receive PCR results. <i>*(Plus or minus a day</i>	Your position allows telework and you are well enough to work. This allows regular remuneration during isolation period.	Your position does not allow telework and you are well enough to work. This allows regular remuneration during isolation period.	Unable to work due to illness, this isolation period is covered under a COVID absence of up to a maximum of 5 consecutive business days

*Please note these procedures are subject to change according to government and public health directives.