

Staff Absence Coding – COVID 19

The direction outlined in this document for Staff absence coding is considered temporary based on Ministry and Public Health requirements and is subject to change frequently and on short notice. Any changes indicated are on a go-forward basis from the date listed in the summary table at the end of this document. This document is considered to be the most current requirements for staff absence coding related to COVID-19. Any questions about absence coding should be directed to your Administrator/Supervisor.

Staff are required to follow all Health and Safety protocols including daily completion of the Ontario School Screening <https://covid-19.ontario.ca/school-screening/>.

Staff working in Full Remote Learning (FRL) or working from home may not be required to be absent from work in the same manner as a school or office based staff member. Specific circumstances should be discussed with your Supervisor as to whether an absence is required.

1.0 Staff and Family COVID Screening

1.1 As of February 12, 2021 the Ministry of Health has issued guidance to public health units regarding COVID-19 variants of concern, requiring all household contacts of symptomatic individuals to quarantine. This guidance is being applied to staff, students and children by requiring them to stay home from school or childcare if anyone in their household has new or worsening symptoms of COVID-19 and has been recommended for isolation and testing.

1.2 All asymptomatic household contacts of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional

1.3 If the symptomatic individual **tests positive**, or is **not tested** and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual.

2.0 Absence Coding:

2.1 Pay for associated COVID related leaves is based on applicable Collective Agreement or Employment Terms and Board Direction. Staff not entitled to paid leave provisions will be eligible for unpaid leave.

2.2 Staff will be coded Quarantine Leave for the duration of the absence until a negative test result is received or an alternative diagnosis is provided and the staff member can return to work. **NOTE:** If a staff member or a member of their household does not get tested, or receive

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Staff Absence Coding – COVID-19

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an alternate diagnosis, the staff member will be coded COVID Personal Sick Absence (pulls from eligible sick pay) for the duration of the absence and will not be eligible for Quarantine Leave.

2.3 Staff impacted by a school exposure to COVID-19 and required to quarantine/self-isolate will be paid quarantine leave for the duration of the leave. Those in an LTO/LTA will continue to be paid based on your LTO/LTA. Those Temporary and Occasional employees that are required to quarantine/self-isolate as a direct result of a school exposure will be paid the average hours they have worked over the previous 4 weeks during the isolation period.

2.4 Those in an LTA with available sick days that are not able to attend work due to COVID-19 due to an external to TVDSB reason, may use those sick days to cover unpaid days due to required quarantine requirements. Those in an LTO are eligible for quarantine leave.

2.5 It is now a requirement for individuals who travel and all household members to isolate for 14 days upon return to Canada. If a staff member or family member travels outside of Canada (not identified as an essential worker) and therefore impacts the staff member's ability to attend work, that absence will be COVID Travel Related Absence and is unpaid for the duration of the required isolation period regardless of the reason for travel.

NOTE: The Ontario School Screener identifies essential worker criteria for those living in your household. Follow the school screener direction on essential workers to determine your requirement to isolate.

2.6 **Staff Absence for Vaccine** If a staff member requires time off during their shift to attend an appointment for a COVID vaccine, it is to be coded as illness for medical appointment.

Revision Date:	Summary of Changes
February 22, 2021	Initial Release
April 9, 2021	Clarified that LTOs are entitled to quarantine leave. Added in information related to Vaccine appointments.

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