



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Dän ndäsädeye k'a`ts'ata
(people are working; they look after them)

Human Resources Department

Special Emergency Leave Policy (COVID-19) Revised

Approved by First Nations Council:

Original Effective Date:

Revised Date: May 28, 2020

December 23, 2020

June 17, 2021

August 26, 2021

Kaaxnox, Dän nätthe üda
Chief Steve Smith



A) COVID-19 Response

Scope

All Employees (permanent, term and casual), Language Immersion Students and Dän Ts'änänän Participants

Purpose

To help prevent the spread COVID-19 and to protect our employees, contractors, citizens and community.

Employees, Language Immersion students, Dän Ts'änänän participants and contractors are expected to take precautions and to be prepared to prevent or minimize the transmission of the COVID-19 Virus at the workplace. It is the responsibility of all employees to stay informed.

This policy will be revisited regularly and updated as required.

Background

The health, safety and wellbeing of CAFN employees, citizens and contractors is a high priority for CAFN.

CAFN is committed to conducting business in an open and ethical manner and to act in compliance with laws, rules and regulations that govern our work. We accomplish this by creating a workplace built on the strength of trust, accountability and integrity in all our work practices.

Definitions

COVID-19 symptoms: fever/chills, cough, shortness of breath, runny nose, sore throat, headache, loss of sense of taste or smell, fatigue, loss of appetite, nausea and vomiting, diarrhea, muscle aches or as defined by the Yukon's Chief Medical Officer of Health.

Compassionate Reasons: means care of an immediate family member who is critically ill or injured or needing end-of-life care; funerals of immediate family members; medical travel for the employee or an immediate family member.

Immediate family member: means father and mother (biological or step), legal guardian, spouse, common-law partner, grandmother and grandfather, brothers and sisters (biological or step), children (biological, adopted or step) and grandchildren (biological).



B) Policy

1) Business Travel

Refer to CAFN's current Step of Kwätsi Dän for current travel restrictions.

2) Personal Travel (self-quarantine and work from home)

Should an employee choose to travel outside of the Yukon on personal time, CAFN advises the employee:

- To review the Government of Canada's travel health notices before they travel.
- That they are required to report to their supervisor if they have been or will be travelling outside of the Yukon (both inside and outside of Canada) at least two weeks prior to departure, or in emergency circumstances as soon as reasonably possible.
- That they are required to abide by all federal and territorial self-isolation or quarantine orders related to travel.
- Who travels for personal reasons and is required to self-isolate that they are expected to use vacation leave, leave without pay, special leave, OR to work from home (where applicable) for the duration of their self-isolation or quarantine period.
- Who does not have a job where they can do their work from home and who is required to quarantine may consider doing online education or distance learning in order to reduce the leave required to be taken.

3) Employee Absences from Work

Well employees are expected to work as usual. Given CAFN's interest in maintaining a safe and healthy workplace for all, supervisors should ask employees who are exhibiting symptoms of COVID-19 to go home and stay home until they are better. They should refer to the most current guidance from the Chief Medical Officer of Health for Yukon (such as the "Stoplight Guide for Adults" on Yukon.ca) and the advice of their medical practitioner for when they can return to work.

If an employee has COVID-19 symptoms or suspects that they might have contracted COVID-19 they are not to attend work.

4) Employee Wellness

Employees may feel uncertainty, worry and stress about their health or the health and safety of their loved ones. CAFN reminds employees we have in place an Employee Assistance Plan and counselling/emotional assistance is available to those who are struggling with feeling stressed about the virus. For more information about this, please contact your supervisor or Human Resources. We encourage staff to practice self-care activities such as relaxation exercises, listening to relaxing music or taking regular breaks.

NEW LEAVE ESTABLISHED SPECIFIC TO COVID-19

Special Emergency Leave Policy – This is a New Type of Leave that is Specific to COVID-19



Special Emergency Leave is a new form of leave with pay that is intended to be used for COVID-19 related absences from work as detailed below.

5) Application

Special Emergency Leave may be used in the following instances:

- 1) When an employee is ill with COVID-19 symptoms OR if they have been diagnosed with COVID-19.
- 2) When an employee is required to self-isolate due to a potential exposure to COVID-19, as directed by Yukon's Chief Medical Office of Health or other health care practitioner.
- 3) When an employee (or household member) is required to self-isolate due to travel for compassionate reasons AND they are not able to work from home.
- 4) When an Employee is required to provide immediate care for a family member or household contact who has symptoms of COVID-19, is being tested for COVID-19, or who has been diagnosed with COVID-19.
- 5) When a Senior Director determines there is a possible COVID-19 workplace exposure.
- 6) CAFN will make best efforts to accommodate employees who have school or daycare-aged children at home while Yukon public schools and daycares are closed due to COVID-19 OR while CAFN is operating in STEP ONE of Kwätsi Dän. In instances when this accommodation cannot fully meet the employees work requirements, up to 7.5 hours of Special Emergency leave per week will be made available.
 - a. CAFN will first attempt to accommodate through flexible work arrangements - flexible hours and allowing eligible staff to work from home.

6) Allocation

- a. Employees may access up to 10 days (75 hours) of Special Emergency Leave per year. Additional Special Emergency Leave time may be granted in exceptional circumstances with approval from a Senior Director.
 - i. For example, multiple immediate family members with COVID-19 symptoms requiring extended care
There is a possible workplace exposure
- b. Up to 7.5 hours per week is available to be used to stay home with a school or daycare-aged child. This leave CANNOT be accumulated or banked and only 7.5 hours per week per employee may be used.

In all other leave instances – sick leave and special leave rules will apply.

C) Procedure

CAFN has established and will maintain a list of essential services and positions. This list will be utilized when an employee providing an essential service is off sick; the identified backup will carry on the job so that essential services are still being provided.



Employees are required to fill out the Application for Leave form (March 2020 fillable). For Special Emergency Leave (COVID-19) they should contact CAFN's Occupational Health and Safety staff to assist in completing the application.

Employees with school or daycare-aged children at home while Yukon public schools and daycares are closed due to COVID-19, must work with their supervisor to determine ways to accommodate the employee's childcare obligations while still meeting their obligations to CAFN. If it is determined that the employee needs to access the Special Emergency Leave (up to 7.5 hours per week) the supervisor's approval is needed.

Sick Notes (or documentation of dependent care responsibilities) will not be required from employees during the application of the Special Emergency Leave Policy as CAFN is suspending the requirement to help reduce the burden on our busy health care system. CAFN believes employees are honest and trustworthy in their dealing with each other, however misuse or abuse of this policy will result in a written reprimand.

Approval:

Requests to use Special Emergency Leave requires the approval of your **supervisor or Senior Director under 6(a)**.