



COVID-19 and your employment with Pembina Hills School Division.

1

What if I Contract COVID-19?

Employees who contract COVID-19 are to follow the recommendations outlined by [Alberta Health Services](#). As well, Pembina Hills School Division has procedures in place for communicable disease such as COVID-19. These procedures are outlined in [AP 40-12 Employee Health and Safety](#).

2

How will this affect my employment?

The safety and health of our employees is one of our primary concerns. Employees who contract COVID-19 will be treated like any other sick employee and will be treated with respect and privacy. During their time away from work, employees will use their earned sick leave credits during their absence. If an employee does not have enough sick leave credits banked, benefits under the Employment Insurance Act allows individuals Employment Insurance sickness benefits as long as the employee has accumulated sufficient insurable hours.

3

What if I have potentially been exposed to COVID-19 and have been instructed to self-isolate or be quarantined?

If an employee is not ill but is unable to attend work due to being instructed by a medical practitioner to self-isolate or be quarantined, the employee is to contact their direct Supervisor. The Supervisor and the Assistant Superintendent of Human Resources will work with you to formulate a plan tailored for your situation.

4

What if a member of my household or immediate family has potentially been exposed to COVID-19 or has contracted COVID-19?

Again, employees are requested to follow the recommendations outlined by Alberta Health Services. The employee's supervisor will work closely with the Assistant Superintendent of Human Resources to provide work options for the employee. Documentation from a health care provider may be required.

5

What if I decide to travel, particularly to a COVID-19 'hot zone' despite travel and safety warnings?

Employees who elect to travel for personal reasons to any location are to follow the [Government of Canada Travel Advisories](#). If you have international travel plans, please contact the Assistant Superintendent of Human Resources.