



Probation Officers' Videoconference

November 4, 2020

The National Union of Public and General Employees (NUPGE) is a family of 11 Component and 3 affiliate unions. Taken together, we are one of the largest unions in Canada. Most of our 390,000 members work to deliver public services of every kind to the citizens of their home provinces. We also have a large and growing number of members who work for private businesses.

Larry Brown, President

Bert Blundon, Secretary-Treasurer

Probation Officers' Videoconference
November 4, 2020
1:00 p.m. EDT

PARTICIPANTS

BCGEU/NUPGE	Judy Fox-McGuire
SGEU/NUPGE	Stephanie Maher-Pekrul
MGEU/NUPGE	Cristina Quon
OPSEU/NUPGE	Denise Sidsworth Brian Shewfelt Sandra Harper Scott McIntyre
NSGEU/NUPGE	Justin Skinner
PEI UPSE/NUPGE	Blair Weeks
NUPGE	Bert Blundon, Secretary-Treasurer Len Bush, Managing Director (Office of the President) Michael Temelini, National Representative Sandra Megeney, Administrative Representative

1. Welcome and Introductions

Michael Temelini, National Representative, welcomed all participants and read the land acknowledgement. He invited participants to share their own land acknowledgment in the comments section of the video screen.

This meeting of the National Union of Public and General Employees is taking place on the traditional unceded territory of the Algonquin Anishnaabeg people and is now home to many First Nations, Inuit and Métis. We acknowledge and recognize the harms and crimes of the past. And, we dedicate ourselves, as a union, to moving forward in partnership with Indigenous communities in a spirit of reconciliation and striving for justice.

Introduction of Participants

All participants and NUPGE staff introduced themselves.

National Update—Bert Blundon, NUPGE Secretary-Treasurer

Bert Blundon talked about the US election, the situation of workers of Uber and Lyft and their struggle to be recognized as employees with rights to union representation.

Blundon discussed anti-worker legislation in the US and Canada, and compared health care in both countries.

Bert then spoke about the crisis in correctional facilities in Manitoba and Alberta with huge COVID-19 outbreaks among employees and inmates.

He also reviewed the movement to Defund the Police, explaining how NUPGE is working diligently to promote racial justice, and to increase public funding for social programs, even if the slogan itself is problematic.

Blundon mentioned that much of the ultra-conservative, right-wing economic and social agenda in Alberta is spilling over into neighbouring Saskatchewan and Manitoba.

2. Political Climate

Participants reported on the political situation in each respective province, and how it impacts bargaining units representing NUPGE probation officers. Details can be found in the Component reports in the appendix to this report.

Among the provinces that have NUPGE corrections workers, there is a majority government led by a Premier whose political party of the centre-left has historical ties to organized labour: the government of British Columbia led by Premier John Horgan and his New Democratic Party (NDP). The NDP won a majority in the October 24, 2020, general election.

There is another majority government led by a Premier whose political party has a mixed record in their relations with organized labour: Prince Edward Island's government led by Premier Dennis King and his Progressive Conservative Party. A November 2, 2020, by-election moved the Conservative government out of a minority position to a slim majority position (14 seats compared to 13 held by opposition parties).

There are 4 provinces with majority governments (3 right-wing and 1 Liberal) whose leaders and political parties have been quite hostile to organized labour: Saskatchewan's Premier Scott Moe and his Saskatchewan Party, Manitoba's Premier Brian Pallister and his Progressive Conservative Party, Ontario's Premier Doug Ford and his Progressive Conservative Party, and Nova Scotia's Premier Stephen McNeil and his Liberal party.

It is a testament to the strength of our union that across Canada, regardless of the specific ideological orientation of the provincial governments, the NUPGE probation and parole officer bargaining units have been able to secure victories and gains in collective bargaining, with grievances, on government councils and committees, and in unexpected emergency negotiations during the pandemic.

3. COVID-19 Update Discussion

There was a comprehensive and detailed discussion on the way the COVID-19 pandemic affects probation officers, the details of which are available in the individual Component reports annexed to this report.

Representatives from each Component reported on a wide range of topics: the discussion began with a detailed examination of various aspects of health and safety protocols, namely the screening of staff and clients, cleaning, PPE for staff and clients (masks, sanitizer, and gloves), violence in the workplace, and mental injury.

Discussion moved to the question of infrastructure and retrofits, including plexiglass, flow patterns, signage for officers' desks and support areas. Participants then went on to discuss working conditions under the pandemic (workload, training, wages and benefits, and COVID pay, if any). The topic of staffing levels was examined, with attention to staff shortages in each province, problems with the recruitment and retention of new staff, and a discussion about what are the major contributors to these problems.

The penultimate topic of discussion was the sick leave policy and practice in each province (for example, attendance-management programs, and claims for workers' compensation.) The discussion of the pandemic update completed with a conversation about the reopening of union offices.

The common theme that emerged from this discussion is that there is no uniform pan-Canadian approach across the country regarding these various protocols and plans. There is, rather, a hodgepodge of policies and practices across workplaces and within provinces, with no clear, consistent pandemic policies.

4. Return to Work

There was a detailed discussion about provincial guidelines and timing for reopening itinerant offices and permanent offices. Some POs gradually returned to work at their offices, but most are still working remotely. In some cases, employees are rotating or alternating between work at home and at the office. Further details can be found in the Component reports in the appendix.

5. Collective Bargaining and Grievance Update

Participants referred to the section of their respective Component reports for details about this item.

APPENDIX 1

Component Reports



Component Report

NUPGE Probation Officers Representatives
Videoconference, November 4, 2020

1. Component name: BCGEU

2. Number of probation officers in your Component: around 600

3. Political climate, government legislation and policies

The NDP, who has been in a minority government the past 2.5 years, called an early election and won a strong majority Government. The handling of the pandemic was seen as mostly favourable. The Public Service in British Columbia is in a better position than it was but still is not ideal as there are many people in key positions who supported austerity and bare minimum staffing levels. Hopefully changes under the NDP will be positive. The PHO in BC has been good but has been slow to act in some instances like masks and absolute shutdowns. See more in point 5.

4. Updates: major campaigns, materials, initiatives

We are currently updating all of our OHS appointments at Probation to ensure that they are best suited to reacting to COVID protocols.

The BCGEU has postponed our Convention once and will likely not be able to go ahead next summer as planned but are meeting this week to decide.

5. Updates on COVID-19 protocols

Please provide an update on the impact of the Covid-19 pandemic on provincial probation officers. The following topics are suggestions:

- a. Confirmed cases (trend lines?) We are solidly going through our second wave and averaging around 300 new cases per day in the last week. Our total confirmed cases are 15,501 with 2,945 current cases. We have had 267 deaths in BC.
- b. Health and Safety protocols
 - i. Screening: staff and clients- limited client contact although that is increasing
 - ii. Cleaning- supposedly enhanced cleaning although lots of concerns.

- iii. Personal Protective Equipment—staff and clients: masks, sanitizer, and gloves- so far we have been told that there will be adequate PPE in offices. However, as the return to offices is in the early stage, we don't know if that will be the case.
 - iv. Violence in the workplace: any incidents? Any major decisions or actions taken?-For the most part, offices have not been staffed and clients are not reporting in person.
 - v. Mental injury: any measures introduced to assist POs who develop mental injuries (such as PTSD)? Ongoing discussions and concerns
- c. Infrastructure/retrofits: Plexiglass, flow patterns, signage for officers' desks and support areas- All offices in the public service was required to complete a workplace assessment form before workers could begin returning to the office. The main requirement is that social distancing. Masks are not required but BCGEU is trying to encourage their use with the latest research. Plexiglass had already been installed in the reception areas pre pandemic and one or two interview rooms. Some offices are completing installation of plexi in all interview rooms and offices.
- d. Working Conditions
- i. Workload and training- training has been mostly online for a while in BC so that is continuing. Workload with STIICS remains a challenge but the caseloads are declining in BC.
 - ii. Wages, hours of work, and benefits (COVID Pay?)-
All wages are based on a 35 hr workweek.
Bail Supervisor-\$27.66- \$31.32
Probation officer- \$35.73-\$40.73
Senior PO-\$39.04-44.56
Local Manager (included) \$42.69-48.78

COVID-19 pay was a \$4 per hour top up for 12 weeks but did not apply to any type of leave. It was paid out at the end of September.

- e. Staffing levels
 - i. Are there problems with staff shortages in your province?
Not at this point
 - ii. Are there problems with the recruitment and retention of new staff?
Not at this point
 - iii. What are the major contributors to these problems?
- f. Sick leave
 - iii. Sick leave policy and attendance management programs
We strengthened the language around requesting Dr. notes during the last round of bargaining. There is no formal attendance management program.

iv. Claims for workers' compensation in your province

There has been an overhaul of the Workers Compensation program in BC in the last couple of years and expansion of the presumptive clause for PTSD claims but it failed to include Probation officers. Despite this, there has been an increasing acceptance of PTSD and other mental health claims.

g. Reopening of union offices- BCGEU offices are now reopening on a rotational basis with 50% of the staff working one week and the other working the following week. Offices are only open to members and elected by appointment.

6. Return to work

The Public Service Agency announced a return to the office plan for all public servants (they were always working so we are not using the phrase "return to work"). At this point offices are slowly returning to their capacity as defined in the office assessment for safe distancing requirements. Most offices will be returning to the 50% capacity on a rotational basis. Client in person reporting is going from 10% and increasing based on the judgement of the PO's and their managers. This is concerning for us and we will be keeping an eye on it.

7. Collective bargaining and grievance updates

None of significance at this time.

8. Any other major activities to report?

Component Report

NUPGE Probation Officers Representatives
Videoconference, November 4, 2020



1. Component name: SGEU

2. Number of probation officers in your Component:

Approximately 200

3. Political climate, government legislation and policies

Saskatchewan Party just won its 4th majority government. Under this government we have seen privatizing of government services, including privatization of food services in our correctional institutions. During the most recent bargaining process, the government made an initial offer to reduce wages by 3.5%. With respect to Covid-19, the government has largely enjoyed public support of their handling of the pandemic.

4. Updates: major campaigns, materials, initiatives

Nothing to date. Major campaigns were focused on the election eg; billboards

5. Updates on COVID-19 protocols

a. Confirmed cases (trend lines?)

Saskatchewan saw relatively low numbers and infections rates at the start of the pandemic which continued over the Summer as the province gradually re-opened. Starting in October; however, we have seen a sharp increase and currently have 842 active cases. Yesterday our government announced additional public health measures including mandatory mask use indoors and reducing the gathering size in private homes from 15 to 10 people. As part of his campaign, Premier Moe announced there would be no further economic shut downs and business remain largely open subject to the reopening guidelines released in the Re-Open Saskatchewan Plan.

b. Health and Safety protocols

- i. **Screening:** Clients are asked screening questions when they check in and are refused service if they do not pass screening.
- ii. **Cleaning:** Additional cleaning measures are in place as per Saskatchewan Health Authority (SHA) guidelines.

- iii. **Personal Protective Equipment—staff and clients:** Currently mask use is not required (this will change as of November 6, 2020). Staff were provided with 3 non-medical masks mid October and encouraged to wear a mask in situations where social distancing cannot be maintained. Clients are not currently provided masks. There are sanitizer stations throughout the building available to staff and clients. Interview rooms have had plexiglass barriers installed between staff and clients.
 - iv. **Violence in the workplace:** any incidents? Any major decisions or actions taken?
None noted
 - v. **Mental injury:** any measures introduced to assist POs who develop mental injuries (such as PTSD)?
We have an Employee family assistance plan through Morneau and Shepell and have been encouraged to take advantage of these services.
- c. Infrastructure/retrofits:** Plexiglass, flow patterns, signage for officers' desks and support areas
Varies throughout the province as all offices are set up a bit differently. Prior to returning to the office, OH&S performed on site evaluations and changes were made based on their recommendations. This includes flow patterns, installation of barriers, and increased signage.
- d. Working Conditions**
- i. **Workload and training:** We recently underwent a workload review and are currently rolling out new policies and practices intended to reduce employee workload.
 - ii. **Wages, hours of work, and benefits (COVID Pay?)**
Probation Officers in Saskatchewan an average of 37.33 hours/week and are paid between \$2264.47- \$2837.61 biweekly. We received a matched pension of %8.6.
- e. Staffing levels**
- i. Are there problems with staff shortages in your province?
It has been difficult to recruit and retain staff, particularly in the north regions.
 - ii. Are there problems with the recruitment and retention of new staff?
Even in major centers, there has been significant turn over of staff.
 - iii. What are the major contributors to these problems?
Most of these staffing issues began approximately 4 years ago when our Ministry adopted a new service delivery model.
- f. Sick leave**
- iii. Sick leave policy and attendance management programs
For any absences related to Covid, employees are able to access sick leave credits. Once available sick leave is exhausted, employees may use

other entitlements such a vacation leave or take leave without pay.
Working from home is not permitted under any circumstances.

- iv. Claims for workers' compensation in your province
With respect to COVID-19, a WCB claim can be made if it can be shown a person was infected in the workplace.

g. Reopening of union offices

6. Return to work

7. Collective bargaining and grievance updates

Brief overview of any significant developments, including grievances or arbitration decisions.

8. Any other major activities to report?

When the Saskatchewan Government in March implemented the emergency health order, all probation officers worked from home. In July the Government ordered employees back to work. The union has filed several grievances for specific employees who were isolated due to potential contact with people outside of work. The employer has refused to allow them to work from home during this time and they have had to utilize entitlements. The issue is the employee can work from home during isolation as they have in the past.

Component Report

NUPGE Probation Officers Representatives
Videoconference, November 4, 2020



1. Component name: MGEU

2. Number of probation officers in your Component: 156 +

3. Political climate, government legislation and policies

Manitoba government led by Conservatives, Premier's austerity measures will weaken Manitoba's COVID-19 recovery. This government's response to the crisis has become increasingly ideological, callous and opportunistic.

Amidst the pandemic the Palliser government tabled Bill 6 with several regressive amendments to the Labour Relations Act. The bill undermines the rights of workers and their unions. The bill would completely remove the alternative dispute resolution mechanism that requires arbitrators to settle collective agreements after 60 days of a strike or lock out. The bill would allow employers to fire employees for what the employer deems to be strike related misconduct, in addition to many other negatively impacting changes.

4. Updates: major campaigns, materials, initiatives

Component-led initiatives or ones in which your Component has participated.

5. Updates on COVID-19 protocols

Manitoba is currently in a Code Red status in the Winnipeg Metropolitan region
Code Red in multiple Corrections Facilities, Hospitals Care Homes, and Keeyask Hydro Dam

Varying degrees of Code Red and Code Orange in Indigenous Communities, Northern and Rural areas

Red Cross to step in to help some Manitoba personal care homes dealing with significant Covid outbreaks and deaths.

Manitoba five-day test positivity rate is 9%
Winnipeg five-day test positivity rate is 9.8%

Currently 3,455 active cases with 75% of those in Winnipeg metropolitan area

a. Health and Safety protocols

Screening and cleaning protocols exist on paper, however the implementation is faulty

Shortage of PPE with some office Directors minimizing the pandemic
Psychological staff safety at risk, some office Directors callous in their approach to request for accommodation, work from home options, etc

b. Infrastructure/retrofits:

Plexiglass, flow patterns, signage for officers' desks and support areas in place

However the building space and layout design does not in all situations ensure the protocols are met, thus compromising safety

c. Working Conditions

Case counts remain high in varying offices, staff morale on the decline, staff safety viewed as second to employer work output demands

d. Staffing levels

Staff shortages in rural and northern communities, staff being mandated to travel and case cover a vast geographical area

e. Sick leave

Provisions introduced to facilitate paid sick leave for members affected by Covid, pending testing results or responsibilities to care for those that are impacted by the virus.

f. Reopening of union offices

MGEU office remains closed to the public, staff reps not permitted to accompany members, virtual meetings held where possible.

6. Return to work

The province is in flux, medical professionals are calling for a full lock down to mitigate a catastrophe

7. Collective bargaining and grievance updates

Civil Service Contract expired – awaiting Arbitration hearing slated for May/June 2121

8. Any other major activities to report?

MGEU Mental Health Campaign – Healthy Minds At



**Working Session for Probation /
and Probation and Parole Officers
November 4, 2020**

**ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU/SEFPO)
Component Report**

Working Session for Probation / Probation and Parole Officers

1. OPSEU/SEFPO'S CORRECTIONAL BARGAINING UNIT COMPOSITION

OPSEU/SEFPO Corrections Bargaining Unit members are employed within two ministries in the Ontario Public Service. Those working with Adult Offenders work for the Ministry of the Solicitor General (SolGen) while those who supervise youth work for the Ministry of Children, Community and Social Services (MCCSS).

2020	FXT	FULL-TIME	TOTAL
PROBATION OFFICER 1 (MCCSS – YOUTH)	4	4	8
PROBATION OFFICER 2 (MCCSS – YOUTH)	5	261	266
PROBATION OFFICER 1 (SOLGEN – ADULT)	48	21	69
PROBATION OFFICER 2 (SOLGEN – ADULT)	73	881	954
TOTAL	130	1167	1297
TOTAL INCLUDING ENTIRE CORRECTIONS BARGAINING UNIT*	2688	6750	9438

Note: That Probation / Probation and Parole Officer 2 is the Working Level.

*The Entire Corrections Bargaining Unit is comprised of correctional officers, youth services officers, probation officers, recreation officers, industrial officers, clerical, nursing, maintenance, chaplains, rehab officers, psychologists, etc.

SolGen – Adult:

MERC

Scott McIntyre – Probation & Parole Member

PJOHSC

Denise Sidsworth – Probation & Parole Member

MCCSS – Youth:

MERC

Johanna Sinclair – Probation Member

Divisional H&S

Brian Shewfelt – Probation Member

2. GOVERNMENT/POLITICAL SITUATION IN ONTARIO/BARGAINING UPDATE

On June 7, 2018, a majority Progressive Conservative government, led by former Toronto city councillor Doug Ford, took the reins of power at Queen’s Park. Since then, the right-wing government has imposed austerity measures on public services, combined with corporate tax cuts, while promising that frontline workers, such as correctional workers, would not be cut.

June 5, 2019: The government introduced [Bill 124, *Protecting a Sustainable Public Sector for Future Generations Act, 2019*](#). The purpose of the act is to limit negotiated or arbitrated wage and/or compensation increases to no more than one per cent per year over a three-year period.

February 2020: For a third year in a row, correctional staff members take part in community-specific charity fundraising events as part of the [third annual “Corrections Cares about Communities”](#) event. Over \$28,000 and 815 pounds of food were raised.

April 16, 2020: President Warren (Smokey) Thomas warns the Confédération des syndicats nationaux (CSN) to stop trying to raid OPSEU/SEFPO’s Corrections Division in the middle of a deadly pandemic.

Probation and Parole Officers working a 30% staffing level rotation. Youth Probation Officers working remotely with telephone and video conferencing for all clients and collaterals.

April 20, 2020: President Warren (Smokey) Thomas tells the Ministry of the Solicitor General to crack down questionable management practices that led to a large COVID-19 outbreak and temporary closure of the Ontario Correctional Institute in Brampton.

April 21, 2020: First Vice-President/Treasurer Eduardo (Eddy) Almeida, a correctional officer, tells the government to listen to frontline workers to limit the spread of COVID-19 within the correctional system.

April 23, 2020: OPSEU/SEFPO convinces the government to begin issuing surgical masks to all workers and visitors in the province's jails to stem the spread of the pandemic.

April 28, 2020: A probation and parole officer was present when a client attending an office in Elliot Lake committed suicide using a gun.

May 7, 2020: During Correctional Services Staff Recognition Week and Probation Officers Week, video messages on the ministry's intranet site took the place of the annual Ceremony of Remembrance in recognition of the Ontario correctional workers who have died in the line of duty.

May 15, 2020: The [2018-21 collective agreement](#) is finalized. It features significant wage increases, improved benefits and increased time off. First Stand-alone Corrections Collective Agreement?

July 3, 2020: The Corrections Bargaining Unit publishes its second issue of Corrections Insider, dedicated to busting the myths that CSN is spreading as part of their raiding campaign.

July 6, 2020: Probation and Parole moves to a 50% staffing level rotation. Youth probation continues practice of working remotely with continued telephone and video conferencing with clients. Exceptional cases are reviewed with managers for in person reporting in community settings complying with COVID 19 social distancing protocols.

August 20, 2020: OPSEU/SEFPO announced telephone town halls for September 9 to discuss CSN's attempt to raid OPSEU/SEFPO's corrections members.

October 11, 2020: Probation and Parole (Adult) moves back to a 40% rotation in Peel, Ottawa and GTA given the uptick in numbers. Youth Justice looking to returning Probation Staff into offices, in a staggered fashion beginning in November 2020.

Current Conservative government is OPSEU/SEFPO friendly at the moment. Premier Doug Ford recently joined a Corrections Local President Call and thanked all for their hard work during the pandemic.

3. Updates: Major campaigns, Materials, Initiatives

OPSEU/SEFPO's Corrections Bargaining Unit, which Probation / Probation and Parole Officers are a part of, is currently being raided by OACE / CSN. OPSEU/SEFPO is communicating with members to ensure they are aware of the resources that are provided to them versus what they could potentially expect from a raiding organization. The Corrections Bargaining Unit is in an open period from October 1, 2020, to December 31, 2020.

4. Updates on COVID-19 Protocols

- a) Confirmed Cases: 4 staff in Probation (Youth) / 5 staff in Probation and Parole (Adult). 51 staff in the Corrections Bargaining Unit.
- b) Health and Safety Protocols: Regular communication has been maintained throughout the pandemic between the union and employer where recommendations have been made
- i) Screening Staff and Clients:
Youth: Staff working remotely.
Adult: Self-assessment. 30% rotation in hotspots such as GTA, Ottawa and Peel. 50% rotation elsewhere.
- ii) Cleaning: Regular enhanced cleaning 3x day in high touch points in offices and deep cleaning as required.
- iii) PPE: September 28, 2020 Mandatory masking was implemented. Masks being supplied by employer.
- iv) Violence in the Workplace:
Youth: no reports as probation staff continue working remotely. MERC/ DHS is advocating for safe (secure) interview rooms.
- v) Mental Injury (PTSD): Occupational Stress Injury Committee is currently working on the roll out of a Peer Support Program (Corrections Division). Youth Justice maintains active Peer Support Program in facilities and a Critical Incident Stress Management (CISM) program to support all YJ staff after a critical incident. CISM training scheduled for week of November 23rd for new members and will be offered virtually to add to existing YJ CISM team.

c) Infrastructure Retrofits:

Youth: Currently working remotely.

Adult: July 2020 prior to returning to a 50% staffing model a Covid-19 Risk Assessment was completed on all area offices to ensure proper preventative measures were in place to prevent the spread of infection. Assessments were completed by local H&S Reps or JHSC. Plexiglass, flow patterns, signage has been developed and installed. The majority of clients continue to be seen in secure interview rooms, and in very limited circumstances in the secure part of the office.

5. Working Conditions

Workload and Training

Youth: Caseloads are manageable. Training ongoing and being offered virtually.

Adult: Workload levels remain inordinately high despite declining caseload numbers. Such is due in large part to the fact that our employer continues to implement new/additional duties such as sex offender risk assessments, ODARA Domestic Violence Risk Assessments, Child Pornography Risk Assessments, additional case noting policies and so forth. We spend an inordinate amount of time on purely administrative job functions as compared to face to face time with our clients. As of the end of August 2020, we have 33,358 offenders under community supervision; down from near 40,000 just a couple of years ago. We've found community supervision offender populations declining across most of North America and we opine such is on account of the aging population and NOT due to effective offender service interventions targeted at reducing rates of recidivism. Ontario P&P Services continues to use 'Workload Assessment Tool' (WAT) that assigns a numeric weighting to the various job functions of PPOs. Such does NOT nor is it intended to reduce PPO workload levels, rather, it equalizes/balances the distribution of workload amongst case carrying PPOs. Each P&P office, of which there are approximately 121 in Ontario, has a local WAT Committee that is responsible for tracking, calculating and distributing work to PPOs. Provincially we have a MERC Workload Sub-Committee that resolves issues stemming from any unresolved WAT matters at the local level. We've been using the WAT system for approximately the last 7 years and are quite satisfied with it.

Wages

Probation Officer 2 is the working level.

10170	PROBATION OFFICER 1									
SA	01/01/2017	960.43	990.14	1,019.42	1,050.94	1,082.62	1,116.70	1,150.79	1,186.18	1,251.72
	01/01/2018	974.84	1,004.99	1,034.71	1,066.70	1,098.86	1,133.45	1,168.05	1,203.97	1,270.50
	01/01/2019	994.43	1,025.19	1,055.51	1,088.14	1,120.95	1,156.23	1,191.53	1,228.17	1,296.04
	07/01/2019	1,004.37	1,035.44	1,066.07	1,099.02	1,132.16	1,167.79	1,203.45	1,240.45	1,309.00
	01/01/2020	1,024.56	1,056.25	1,087.50	1,121.11	1,154.92	1,191.26	1,227.64	1,265.38	1,335.31
	07/01/2020	1,034.81	1,066.81	1,098.38	1,132.32	1,166.47	1,203.17	1,239.92	1,278.03	1,348.66
	01/01/2021	1,055.61	1,088.25	1,120.46	1,155.08	1,189.92	1,227.35	1,264.84	1,303.72	1,375.77
	07/01/2021	1,066.17	1,099.13	1,131.66	1,166.63	1,201.82	1,239.62	1,277.49	1,316.76	1,389.53

PO1 is the under fill level until accredited.

10172	PROBATION OFFICER 2									6
	01/01/2017	1,223.72	1,261.56	1,301.72	1,343.12	1,386.96	1,433.17	1,512.36		
	01/01/2018	1,242.08	1,280.48	1,321.25	1,363.27	1,407.76	1,454.67	1,535.05		
	01/01/2019	1,267.05	1,306.22	1,347.81	1,390.67	1,436.06	1,483.91	1,565.90		
	07/01/2019	1,279.72	1,319.28	1,361.29	1,404.58	1,450.42	1,498.75	1,581.56		
	01/01/2020	1,305.44	1,345.80	1,388.65	1,432.81	1,479.57	1,528.87	1,613.35		
	07/01/2020	1,318.49	1,359.26	1,402.54	1,447.14	1,494.37	1,544.16	1,629.48		
	01/01/2021	1,344.99	1,386.58	1,430.73	1,476.23	1,524.41	1,575.20	1,662.23		
	07/01/2021	1,358.44	1,400.45	1,445.04	1,490.99	1,539.65	1,590.95	1,678.85		

10175	PROBATION OFFICER 3 No incumbents.									6
	01/01/2017	1,346.07	1,387.70	1,431.90	1,477.44	1,525.66	1,576.47	1,663.59		
	01/01/2018	1,366.26	1,408.52	1,453.38	1,499.60	1,548.54	1,600.12	1,688.54		
	01/01/2019	1,393.72	1,436.83	1,482.59	1,529.74	1,579.67	1,632.28	1,722.48		
	07/01/2019	1,407.66	1,451.20	1,497.42	1,545.04	1,595.47	1,648.60	1,739.70		
	01/01/2020	1,435.95	1,480.37	1,527.52	1,576.10	1,627.54	1,681.74	1,774.67		
	07/01/2020	1,450.31	1,495.17	1,542.80	1,591.86	1,643.82	1,698.56	1,792.42		

01/01/2021	1,479.46	1,525.22	1,573.81	1,623.86	1,676.86	1,732.70	1,828.45
07/01/2021	1,494.25	1,540.47	1,589.55	1,640.10	1,693.63	1,750.03	1,846.73

Hours of Work

The normal hours of work for a Probation and Parole Officer / Probation Officer in Schedule 6 is a minimum of thirty-six 36 1/4 hours per week. Core working hours are Mon. – Fri. 8:30 a.m. to 5:00 p.m.

OVERTIME

Employees who are in classifications assigned to Schedule 6 and who are required to work on a day off, shall receive equivalent time off.

As well, in recognition of the additional and flexible hours worked by both PO's and PPO's they are entitled to a Probation Officers Allowance (POA Days) of a minimum of 7 days off with pay and no loss of credits in a calendar year. This is prorated for a period of employment less than one year. The accumulated allowance is not paid out when the employee ceases to be employed. Additional time off with pay and with no loss of credits may be granted at the discretion of the manager of the respective employee. Time off granted is not to interfere with operational requirements.

COVID Pay

Probation / Probation and Parole Officers were not eligible for Pandemic Pay unless working specifically within an Institution/Facility.

5. STAFFING LEVELS

Are there problems with staff shortages in your province?

Youth: No problem with staff shortages.

Adult: The union continues to advocate for an increase of approximately 200 full-time Probation and Parole Officer positions.

Are there problems with recruitment and retention of new staff?

Youth and Adult: Attraction and retention is not problematic. Employment as a Probation / Probation and Parole Officer requires a University Degree.

6. Sick Leave

Sick Leave Policy and Attendance Management Programs

Youth and Adult both fall under the same Attendance Support Management Program. See attached.

Claims for Workers' Compensation

Youth and Adult: Minimal number of claims.

7. Reopening of Union Offices

With the recent uptick in COVID-19 numbers OPSEU/SEFPO's Head Office, Regional Office, and Membership Centres remain closed. As well, OPSEU/SEFPO staff continue to work remotely.

8. Return to Work

The government has developed a GROW (Gradual Reopening of OPS Workplaces) document. The target date of reopening to 30% by September 2, 2020, has been moved to December 2020 given the uptick in COVID-19 cases.

9. Collective Bargaining Update

Current contract expires December 31, 2021.

10. Grievance Update

Metal Detectors – OLBR Decision dated October 30, 2020

At issue is the risk posed by offenders bringing weapons into the restricted area of P&P offices. The Ministry of Labour (MOL) ordered the employer to provide a Compliance Plan that went beyond the current "passive and administrative controls" that are currently in place. The MOL determined that the Employer's Compliance Plan did NOT provide reasonable protections to workers and cited the employer accordingly. The Employer appealed such and hence the matter was litigated. Union asserts that metal detectors MUST be part of the spectrum of control measures to prevent weapons from being brought into P&P offices.

The following settlement was reached without precedent and prejudice:

1. Employer will continue current program of conducting security reviews and risk assessments regarding health and safety precautions and procedures for workers and access controls and weapons at P&P offices in Ontario. OPSEU/SEFPO will be provided an opportunity to comment.

2. An independent third party will be selected to review the efficacy, installation, feasibility and use of metal detectors in P&P offices.
3. The third party shall be able to attend and inspect P&P offices and interview P&P staff as part of the review. OPSEU/SEFPO shall have an opportunity to make recommendations.
4. The scope of the review is outlined.
5. Policies, documents, notices will be provided to OPSEU/SEFPO.
6. Employer and Union will be provided draft report by third party prior to completion.
7. Final report shall be sent by Employer to Union.
8. File is adjourned sine die pending full recognition of Agreement.
9. OLRB is seized.

For full details see attached.

Ontario Public Service Employees Union v. The Crown in Right of Ontario, 2019 ONSC 1077

Judicial review of *Ontario (Ministry of Community Safety and Correctional Services) and OPSEU/SEFPO (Patterson)*, Re [\(2017\), \[2017\] O.G.S.B.A. No. 32, 2017 Carswell Ont. 4268](#), Felicity D. Briggs V-Chair (Ont. Grievance S.B.)

This decision is the denial of the Union's application to review the above noted decision. The decision was on a preliminary motion brought by the Employer that has become very familiar to the Union – the claim being that the GSB does not have jurisdiction to award damages that might be compensable under the *Workplace Safety and Insurance Act*.

The Union argued that there has been no “injury” and therefore is “uncharted territory.” At paragraph 15 and 16 the Arbitrator recounts a portion of the Union's argument:

15 Before this Board are a number of grievances that contemplate injuries which may arise from bullying, according to the Union. There is no finding by any adjudicative body that states these injuries are compensable under the *WSIA*.

16 It was noted by the Union that there is no definition for injury that would assist this Board and therefore the plain meaning of the word should be applied. There must be serious physical, mental or emotional symptoms to be an injury that would rob this Board of its jurisdiction to award damages. Further, it must be a compensable injury.

However, Arbitrator Briggs ultimately decided to uphold the Employer's motion based on the considerations described in Paras 32-34:

32 The parties have asked this Board to determine — assuming that the facts as set out in the particulars are proven to be true — whether damages would be awarded to the grievor. It is to be recalled that in the particulars provided to this Board the following was stated:

- The grievor sought medical attention as a result. Medication was prescribed and the grievor has been required to stay on medication since 2014 as a result.
- The grievor has suffered significant mental, emotional and physical distress as a result of the Employer's failure to deal with or prevent the harassment and bullying to which she was subjected.

33 In considering this matter I have taken into account that in order to have a "viable claim" it is not necessary to have lost wages. I agree with the submission of the Employer in that regard. I also agree with the Employer that the phrase "in accordance with the law" in Article 3.3 refers to the *OSHA*. Given the virtually identical phrasing — it would be difficult to come to a different view.

34 Accordingly, given the frequent reference to stress and the grievor's claim in her particulars, I am of the view that there is "an injury or illness" of the sort that "would be or would have been compensable under the applicable statute," as set out in [Ontario \(Ministry of Community Safety and Correctional Services\) v. OPSEU/SEFPO](#).

The union sought to have the decision Judicially Reviewed and a decision on the review was delivered by the court. The Union sought review on the following grounds:

1. The Board failed to consider the employment function bar in ss. 13(4) and (5) of the *WSIA*, which would have barred the grievor's claim for compensation.
2. The Board improperly relied on the *WSIAT* decisions concerning the acute mental stress limitation in ss. 13(4) and (5).
3. The Board failed to consider the primacy clause in s. 2(2) of the Occupational Health and Safety Act, R.S.O. 1990, c. O.1 ("*OHSA*"), which the Union describes as "quasi-constitutional" legislation.

All three were rejected by the court. The first two related issues draw attention to the complexity of the case law and jurisdictional questions. The board's decision relied on *WSIAT* decisions that found certain provisions of *WSIA* unconstitutional. Only if the provisions were in fact unconstitutional, could this type of injury be compensable through *WSIA*. The AG participated in the proceeding and declined to have the decision

reviewed. As a result of the AGs decision, the Court found that it was reasonable to assume the WSIAT would continue to decline to give effect to the provision. Notably, the language in the relevant provisions has since been amended.

As the compensation in question was not all the Union was seeking, the Grievance itself was not dismissed.

The combination of the *WSIAT* decisions (and the new language) and *Monk*, continue to provide grounds for objection to cases involving Mental Health. The *WSIAT* decisions have been cited in six OPSEU/SEFPO arbitration decisions including four MCSCS decisions.

11. OTHER ACTIVITIES

Community Services Health and Safety Working Group (which reports to the Provincial H&S Committee is currently working on a full review of the Workplace Safety and Security Manual for Probation & Parole (Adult).

SOLGEN - Adults:

The Adult MERC continues to meet and advance the following subcommittees:

- Diversity
- Training and Development
- Health and Productivity
- Direct Supervision
- Alternative Dispute Resolution Process
- Fixed Term
- Transition
- Provincial Overtime
- OSI
- WAT

MCCSS - Youth:

The Youth MERC and DHS continue to meet and advance the following subcommittees:

- Diversity
- Training and Development
- Health and Productivity
- Alternative Dispute Resolution
- Transition
- OSI

12. QUESTIONS

Please contact:

- Ministry of Community Safety and Correctional Services (Adult):
Scott McIntyre, 705-477-1931; email: scottmcintyre652@gmail.com
- Ministry of Children, Community and Social Services (Youth):
Johanna Sinclair, 705-328-4922; email: johannsinclair@gmail.com
- OPSEU/SEFPO Negotiator (OPS): Sandra Harper, 416-570-5071; email:
sharper@OPSEU/SEFPO.org

Treasury Board Secretariat

Centre for Public Sector Labour Relations and Compensation

Fact Sheet

Temporary Modifications to the ASMP and EASP During COVID-19

With the current focus on the COVID-19 pandemic, temporary modifications to the Attendance Support Management Program (ASMP) and Employee Attendance Support Program (EASP) have been put in place effective May 4, 2020, until further notice.

These temporary modifications address a number of inquiries that have been received from ministries and will help to enable management to support the health and safety of its employees and their regular attendance while continuing to focus on the delivery of critical public services during these uncertain times.

These temporary measures will also better enable the Ontario health care system to focus on responding quickly and effectively to COVID-19 related issues, and not be further burdened with requests for medical documentation for routine matters or COVID-19 related absences.

Effective until further notice, ministries should continue to administer the ASMP and the EASP with the following modifications:

COVID-19 related absences

- COVID-19 related absences are to be precluded from the ASMP and EASP. This includes employees that have been directed to self-isolate. Where the absence is not related to COVID-19, the programs will continue to apply.
 - ❖ Employees who have tested positive for COVID-19 are not to return to work and should record absences in WIN as Short-Term Sickness Plan (STSP) or utilize attendance credits, if available.
 - ❖ Employees who are required to self-isolate due to international travel, Public Health direction, or are deemed to be high risk and are unable to work remotely are required to report COVID-19 related paid leaves of absences in WIN using the newly created Coronavirus Leave Paid (CLP) absence code. **Please note:** the CLP code is not for employees who have tested positive for COVID-19 or related symptoms.
 - ❖ An employee who is experiencing symptoms consistent with COVID-19 is required to immediately self-isolate and then conduct a self-assessment on [Ontario.ca/coronavirus](https://ontario.ca/coronavirus). If required, the employee should contact Telehealth Ontario at 1-866-797-000 or their primary care provider.
 - ❖ Managers are required to follow their ministry's tracking and reporting protocols in order to report presumptive and positive cases of COVID-19 to the Corporate Response Centre, Treasury Board Secretariat (CRCDO@ontario.ca).

Attendance meetings

- Attendance meetings will be deferred pending further direction.
- Where there are timelines related to the scheduling/holding of attendance meetings, the timelines will be deferred pending further direction.

Medical information and sick notes

- Requests for medical information will be suspended except where abuse of sick leave is suspected or where medical information is necessary to

- support employment accommodation or return to work plans. Evidence of COVID-19 tests are not required.
- ❖ This does not preclude the Employer from requesting medical information to support employment accommodation or return to work plans if necessary, at this time.
 - ❖ While a medical clearance note for an employee who was diagnosed with COVID-19 to return to work is not required, employees cannot return to work unless instructed by public health that they are medically cleared to do so.
- When medical information is being requested, consideration should be given to the ability of employees to obtain this information during the current pandemic.

Contact

- Questions regarding the temporary modifications should be directed to your HR Advisor or Disability Accommodation Specialist.



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**Attendance Support and
Management Program
(ASMP)**

June 2013

Attendance Support and Management Program (ASMP)

Introduction

The purpose of the ASMP is to reduce and manage absenteeism through a consistent and fair process. The objective of the ASMP is to support employees to achieve and maintain regular and productive attendance at work by:

- raising awareness of the importance of good attendance
- promoting improved attendance and reduced absences from work
- a commitment to employment accommodation, assistance and return to work

in a manner consistent with the applicable collective agreement and obligations under the *Human Rights Code*, the *Workplace Safety and Insurance Act* and the *Employment Standards Act, 2000*.

Application

The ASMP applies to staff within the Correctional Bargaining Unit and managers in the Ministry of Community Safety and Correctional Services (Correctional Services Division) and the Ministry of Children and Youth Services (Youth Justice Services). The ASMP may also apply to employee groups, at the Employer's discretion, identified as having rates of absenteeism that exceed the Enterprise average.

The ASMP applies to non-culpable absenteeism (also known as "innocent absenteeism"). Non-culpable absenteeism occurs when an employee, through no fault of his or her own, is absent from the workplace because of injury or illness. Non-culpable absenteeism includes both paid (e.g., under the short term sickness plan ("STSP")) and unpaid absences. This type of absence is treated on a non-disciplinary basis. However, innocent absenteeism may result in the termination of employment.

The ASMP does not apply to culpable absenteeism. Culpable absenteeism occurs when an employee is absent without authorization for reasons within the employee's control. Culpable absenteeism will be dealt with appropriately by the Employer. Appropriate responses to culpable absenteeism may include restricting overtime opportunities and/or other discipline, up to and including dismissal.

Roles and Responsibilities

Employee

- Every employee is responsible for being at work and performing his or her duties during the employee's scheduled working hours.
- If an employee is unable to be at work because of injury or illness, the employee must notify his or her manager and provide information to the manager in accordance with applicable policies.
- Employees must provide appropriate medical certificates as required in accordance with applicable policies and the collective agreement.
- Employees are expected to participate in return to work and employment accommodation processes.
- Employees are responsible for actively participating in this ASMP, where applicable.

Employer

- The Employer is accountable for managing employee attendance.
- The Employer is responsible for ensuring the consistent application of this ASMP to employees.
- The Employer will designate Employer representative(s) with responsibility for managing attendance issues and supporting employees in accordance with this ASMP.

The Attendance Support and Management Office of the Ministry of Government Services shall exercise reasonable discretion to deal with non-culpable absenteeism on a case-by-case basis at progression through levels of the Program.

Process and Procedures

Employee Representation

An employee may choose to have an employee representative present at any meeting with the Employer's representative(s) under this ASMP.

Level 1

Level 1 is triggered if an employee exceeds four occurrences of absence or seven days of absence in any 12 month period.

Where Level 1 is triggered, the Employer's representative(s) will meet with the employee to inform the employee that he or she is in Level 1 of the ASMP, to review the employee's attendance record with the employee, to provide information to the employee (e.g., the importance of good attendance, the impact of attendance on the workplace and the costs associated with absenteeism) and to offer assistance to the employee, as appropriate. Such assistance could include, for example, an offer of accommodation or information about the Employee Assistance Program.

The Employer's representative(s) will advise the employee that he or she will proceed to the next Level in the ASMP if the employee's absences continue to exceed four occurrences or seven days within the applicable 12 month period.

The employee will receive a non-disciplinary letter confirming what was discussed at the Level 1 meeting.

Level 2

Level 2 is triggered if an employee exceeds four occurrences of absence or seven days of absence in the 12 month period following the triggering of Level 1.

Where Level 2 is triggered, the Employer's representative(s) will meet with the employee to inform the employee that he or she is in Level 2 of the ASMP. The Employer's representative(s) will review the employee's attendance record with the employee and their concerns about the record. The Employer's representatives will explore with the employee whether there is a need for accommodation, including additional or different accommodation and ways in which the Employer can support the employee to improve his or her attendance and reduce absenteeism. The Employer's representative(s) will remind the employee about the availability of the Employee Assistance Program.

The Employer's representative(s) will advise the employee that he or she will proceed to the next Level in the ASMP if the employee's absences continue to exceed four occurrences or seven days within the applicable 12 month period. The Employer's representative(s) will inform the employee that continued progression through the ASMP levels may lead to non-culpable termination.

The employee will receive a non-disciplinary letter confirming what was discussed at the Level 2 meeting.

Level 3

Level 3 is triggered if an employee exceeds four occurrences of absence or seven days of absence in the 12 month period following the triggering of Level 2.

Where Level 3 is triggered, the Employer's representative(s) will meet with the employee to inform the employee that he or she is in Level 3 of the ASMP. The Employer's representative(s) will review the employee's attendance record with the employee. The Employer's representative(s) will reaffirm both their concerns with the employee's absenteeism record and their objective of supporting the employee to achieve and maintain an appropriate level of attendance. The Employer's representative(s) will again explore accommodation issues with the employee and whether other supports might assist the employee to improve his or her attendance and reduce absenteeism.

The Employer's representative(s) will advise the employee that he or she will proceed to the next and last Level in the ASMP if the employee's absences continue to exceed four occurrences or seven days within the applicable 12 month period. The Employer's representative(s) will remind the employee that continued attendance issues may result in termination for innocent absenteeism.

The employee will receive a non-disciplinary letter confirming what was discussed at the Level 3 meeting.

Level 4

Level 4 is triggered if an employee exceeds four occurrences of absence or seven days of absence in the 12 month period following the triggering of Level 3.

Where Level 4 is triggered, the Employer's representative(s) and senior management will review the employee's circumstances, including the employee's attendance record, the reasons for the employee's absences, the employee's

medical status and accommodation (including efforts to accommodate the employee), where applicable.

If senior management is satisfied that the employee's absenteeism is excessive and there is no reasonable prognosis for improvement, after taking into account the Employer's obligation to accommodate an employee, if applicable, the employee's employment may be terminated for innocent absenteeism.

Where more than one Level of meeting is triggered

On occasion an employee's absenteeism may trigger a Level meeting and, before the meeting occurs, further absenteeism may trigger the next Level meeting. In such circumstance, the Employer's representative(s) may combine the two meetings with the employee. However, the Employer's representatives will not combine a meeting at Level 4 with another meeting.

Changing Levels through changing attendance

- A. If the non-culpable absenteeism of an employee at any level in the ASMP remains within four occurrences or seven days for 12 months from the date of the last Level was triggered, the Employee will drop down one Level in the process.
- B. In the 12 months following the drop in Level (i.e., in the period from the 13th to the 24th month), if the employee's non-culpable absenteeism exceeds four occurrences or seven days, the employee will progress to the next (i.e., previous) Level.
- C. In the 12 months following the drop in Level (i.e., in the period from the 13th to the 24th month), if the employee's non-culpable absenteeism remains within four occurrences or seven days, the employee will be removed from all Levels of the ASMP.
- D. If the employee is removed from all Levels of the ASMP (C above) and subsequently the employee's non-culpable absenteeism exceeds 4 occurrences or 7 days, the employee will trigger a Level 1 meeting.

Absences Due to a Disability as defined under the *Ontario Human Rights Code*

The Employer will preclude the consideration of absences that flow from a disability as defined by the Ontario Human Rights Code, including WSIB absences. In order to preclude such absences from consideration, management (in consultation with the Attendance Support and Management Office) may “bundle” the particular absences flowing from a disability as defined by the Code into one occurrence, which will not be counted towards entry or progression through the ASMP.

Employees may provide management with information and medical documentation in a timely manner in order to initiate a discussion about bundling absences flowing from a disability under the Code. Medical documentation must include information sufficient to establish that the employee could not attend work on a particular day because he or she was totally unable to perform his or her position’s duties on that day as a result of a medically demonstrated disability. Such medical documentation provided by an employee is for the purposes of bundling under the ASMP, and employees are only required to provide it if they wish to have some or all of their absences flowing from a disability precluded from consideration. Such information is not mandatory and is separate from the obligations set out under Article 44.10 of the Collective Agreement for the purposes of entitlement to STSP benefits.

Pandemic

In the event of a declared pandemic by the World Health Organization or the Ontario Chief Medical Officer of Health, the Employer shall consider whether to suspend the ASMP, and notify OPSEU of their decision.



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**Attendance Support and
Management Program
(ASMP)**

Employee's Guide

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INTRODUCTION

The Ontario Public Service values excellence in service delivery through a quality workforce which shows pride in its efforts and the community.

Every Employee has an obligation to regularly perform the functions for which they are responsible. The Employer is committed to assisting Employees who may be having difficulty maintaining regular attendance. The Attendance Support and Management Program (ASMP) is designed to provide a formal structure that will facilitate assisting Employees with managing attendance difficulties.

The Attendance Support and Management Program (ASMP) is a non-disciplinary approach designed to manage excessive absenteeism.

The ASMP applies to employee groups identified by the Employer as having rates of absenteeism that exceed the Enterprise average and which may benefit from a structured attendance support and management program.

Employees who are absent more than four occurrences or seven days in any 12 month period will be subject to the Program. The Program calls for 4 progressive Levels if absenteeism continues to exceed these thresholds. When an Employee triggers each level, they will have a meeting with Employer Representatives. The purpose of the meeting is to advise Employees that their non-culpable absenteeism is a serious concern and give them an opportunity to improve. The intent is to be proactive in helping Employees overcome difficulties with maintaining regular attendance and therefore be healthier and more productive at work.

If an Employee continues to exceed acceptable absenteeism with no improvement, they will progress through the program. Ultimately, the Employer will take appropriate action in order to eliminate excessive absenteeism.

Note: The ASMP is implemented as an action plan for identified employees. All Employees begin at Level 1 in the event their absences trigger entry into the Program. However, an Employee's history of non-culpable absenteeism will continue to be relevant for the purposes of the ASMP. The Employee's history of non-culpable absenteeism will be considered when developing their Attendance Improvement Plan or required accommodation as well as when the Employer is making a determination at Level Four of the ASMP.

PURPOSE

To manage absenteeism within the Ontario Public Service in a fair and consistent manner in order to provide cost-effective and efficient public service by:

- a) Increasing attendance awareness and reduce absences from work and the associated costs;
- b) Helping Employees achieve and maintain regular attendance at work by providing accommodation as required; and
- c) Regularly communicating the responsibilities of Employees, Supervisors, Senior Management and Human Resources.

The ASMP shall be applied in a manner consistent with the Collective Agreement, the *Ontario Human Rights Code*, and any other applicable legislation.

RESPONSIBILITIES

Employee

1. Maintain an acceptable level of regular attendance.
2. Report all absences in the manner and time prescribed in the Attendance Support and Management Program, Ministry policy and procedures, and Short Term Sickness Plan.
3. Notify their Reporting Manager of their absence and expected date of return.
4. Be honest and forthright in all dealings regarding absences away from work.
5. Maximize their health, fitness and safety.
6. Attend to any personal affairs and obligations during personal time.
7. Seek assistance through Staff Services and/or the Employee Assistance Program should medical/psychological issues be affecting work performance and/or attendance.
8. Report workplace accidents/incidents immediately.
9. Provide medical/health information in accordance with this Manual, the collective agreement Article 44 -Short Term Sickness Plan, Article 31A - Attendance Credits and Sick Leave or as directed by the Employer.

Management

1. Document and monitor all forms of attendance, paying close attention to attendance trends and patterns.
2. Know and follow the procedures outlined in the Attendance Support and Management Program.
3. Ensure the consistent application of the Attendance Support and Management Program within the groups they supervise, treating all Employees with dignity and respect.
4. Ensure all information regarding Employee absences or incidents of lateness/leaving early is forwarded to the appropriate manager for action in a timely manner.
5. Ensure the confidentiality of an Employee's personal health and/or medical information.
6. Manage any attendance issues by coaching Employees (both through meetings and in writing) who need assistance, and by taking other suitable steps to address employee attendance problems.
7. In accordance with Ministry policies, keep in contact with Employees who are absent from work.
8. Discuss issues pertaining to Employee absences with the ASMO as necessary.

Attendance Support and Management Office (ASMO)

1. Design and support human resource strategies that assist management and Employees in achieving regular attendance levels across the organization.
2. Provide overall administration of the Attendance Support and Management Program, including regularly informing management of the effectiveness of the Attendance Support and Management Program.
3. Assist Cost Centres where possible to address Health and Productivity programs to improve health, wellness and levels of attendance and cooperative approaches to accommodation.
4. Ensure the confidentiality of an Employee's personal health/medical information.
5. Assist departments in reviewing individual Employee health issues impacting attendance or performance of work duties.
6. The ASMO shall exercise reasonable discretion to deal with non-culpable absenteeism on a case-by-case basis at progression through levels of the program.

Centre for Employee Health Safety and Wellness, HROntario

1. Health, Safety and Wellness Services

- Advice and consultation.
- Program development and delivery.
- Hazard assessment and mitigation.
- Support to Internal Responsibility System and Joint Occupational Health and Safety Committees.
- Employee Assistance Program coordination.

2. Injury and Illness Management

- Employment accommodation and return to work advice and case management (not related to the ASMP).
- Workplace Safety and Insurance claims administration.
- Employer representation for appeals/disputes before the WSIB.

HUMAN RIGHTS CONSIDERATION

When addressing absenteeism, it is important to remember the requirements of the *Human Rights Code*, and to understand the inter-relationship between absenteeism and disability.

The *Human Rights Code* protects persons with disabilities as defined by the *Code* from discrimination in employment and from harassment in the workplace because of disability. It is generally held that 'illness' in the context of the *Code* does not apply to illnesses of a temporary nature, such as colds or the flu. The WDHP, the policy preventing harassment and discrimination, protects employees from all forms of harassment and discrimination. This would include protection for Employees with disabilities (visible/invisible, physical/mental) from harassment or discrimination (intentional or systemic).

It is necessary to differentiate between those persons who are absent due to disability as defined by the *Code*, and those who are absent due to an illness which would not be considered a disability.

The Employer will preclude the consideration of absences that flow from a disability as defined by the *Ontario Human Rights Code*, including WSIB absences. In order to preclude such absences from consideration, management (in consultation with the Attendance Support and Management Office) may "bundle" the particular absences flowing from a disability as defined by the *Code* into one occurrence, which will not be counted towards entry or progression through the ASMP.

Employees may provide management with information and medical documentation in a timely manner in order to initiate a discussion about bundling absences flowing from a disability under the *Code*. Medical documentation must include information sufficient to establish that the employee could not attend work on a particular day because he or she was totally unable to perform his or her position's duties on that day as a result of a medically demonstrated disability. Such medical documentation provided by an employee is for the purposes of bundling under the ASMP, and employees are only required to provide it if they wish to have some or all of their absences flowing from a disability precluded from consideration. Such information is not mandatory and is separate from the obligations set out under Article 44.10 of the Collective Agreement for the purposes of entitlement to STSP benefits.

Managers requiring assistance in determining an appropriate course of action in individual cases should consult with the Attendance Support and Management Office.

DEFINITIONS

The ASMP deals primarily with absences that are generally defined as “innocent” or “non-culpable”. Such absences act as “triggering events” in the ASMP and will be managed on a case-by-case basis. “Culpable” absences are generally defined as wilful acts resulting in violation of rules, regulations, policies, procedures or standards and may result in disciplinary action, but are not “triggering events” in the ASMP.

Culpable Absenteeism

Refers to Employees who are absent without authorization for reasons which are within their control. Key types of culpable absenteeism include:

- Lateness/leave early
- failure to notify
- Absence without leave
- Abuse of leave
- Failure to explain absences
- Consistent patterns of unexplained absences

Non-Culpable or Innocent Absenteeism

Refers to absences that arise due to an Employee’s involuntary condition. Such absences are not dealt with through discipline. Rather, they are dealt with by coaching the Employee through the ASMP; however such absenteeism may ultimately result in the termination of the employment.

Health Assessment

The Health Assessment is a formal assessment requested through the Employer (usually the Reporting Manager) when an Employee states that a medical condition is the reason for inadequate attendance.

Triggering Events

These are events that will result in the Employee’s record being reviewed and a meeting being held with the Employee about their attendance. Triggering events include:

- More than four (4) occurrences or seven (7) days of absence in a twelve (12) month period.
- Absences related to “innocent absenteeism”.

ASMP LEVELS

Level 1

Level 1 is triggered if an employee exceeds four occurrences of absence or seven days of absence in any 12 month period.

Where Level 1 is triggered, the Employer's representative(s) will meet with the employee to confirm with the employee that he or she is in Level 1 of the ASMP, to review the employee's attendance record with the employee, to provide information to the employee (e.g., the importance of good attendance, the impact of attendance on the workplace and the costs associated with absenteeism) and to offer assistance to the employee, as appropriate. Such assistance could include, for example, an offer of accommodation or information about the Employee Assistance Program.

The Employer's representative(s) will advise the employee that he or she will proceed to the next Level in the ASMP if the employee's absences continue to exceed four occurrences or seven days within the applicable 12 month period.

The employee will receive a non-disciplinary letter confirming what was discussed at the Level 1 meeting.

Level 2

Level 2 is triggered if an employee exceeds four occurrences of absence or seven days of absence in the 12 month period following the triggering of Level 1.

Where Level 2 is triggered, the Employer's representative(s) will meet with the employee to confirm with the employee that he or she is in Level 2 of the ASMP. The Employer's representative(s) will review the employee's attendance record with the employee and their concerns about the record. The Employer's representatives will explore with the employee whether there is a need for accommodation, including additional or different accommodation and ways in which the Employer can support the employee to improve his or her attendance and reduce absenteeism. The Employer's representative(s) will remind the employee about the availability of the Employee Assistance Program.

The Employer's representative(s) will advise the employee that he or she will proceed to the next Level in the ASMP if the employee's absences continue to exceed four occurrences or seven days within the applicable 12 month period. The

Employer's representative(s) will inform the employee that continued progression through the ASMP levels may lead to non-culpable termination.

The employee will receive a non-disciplinary letter confirming what was discussed at the Level 2 meeting.

Level 3

Level 3 is triggered if an employee exceeds four occurrences of absence or seven days of absence in the 12 month period following the triggering of Level 2.

Where Level 3 is triggered, the Employer's representative(s) will meet with the employee to confirm with the employee that he or she is in Level 3 of the ASMP. The Employer's representative(s) will review the employee's attendance record with the employee. The Employer's representative(s) will reaffirm both their concerns with the employee's absenteeism record and their objective of supporting the employee to achieve and maintain an appropriate level of attendance. The Employer's representative(s) will again explore accommodation issues with the employee and whether other supports might assist the employee to improve his or her attendance and reduce absenteeism.

The Employer's representative(s) will advise the employee that he or she will proceed to the next and last Level in the ASMP if the employee's absences continue to exceed four occurrences or seven days within the applicable 12 month period. The Employer's representative(s) will remind the employee that continued attendance issues may result in termination for innocent absenteeism.

The employee will receive a non-disciplinary letter confirming what was discussed at the Level 3 meeting.

Level 4

Level 4 is triggered if an employee exceeds four occurrences of absence or seven days of absence in the 12 month period following the triggering of Level 3.

Where Level 4 is triggered, the Employer's representative(s) and senior management will review the employee's circumstances, including the employee's attendance record, the reasons for the employee's absences, the employee's medical status and accommodation (including efforts to accommodate the employee), where applicable.

If senior management is satisfied that the employee's absenteeism is excessive and there is no reasonable prognosis for improvement, after taking into account the Employer's obligation to accommodate an employee, if applicable, the employee's employment may be terminated for innocent absenteeism.

MULTIPLE ASMP LEVEL MEETINGS

Employees who may have triggered absences which span more than one attendance interval may be identified to attend an attendance meeting which incorporates up to a maximum of 2 ASMP levels. However, the level 4 meeting will not be combined with any other level.

CHANGING LEVELS THROUGH CHANGING ATTENDANCE

A. If the non-culpable absenteeism of an employee at any level in the ASMP remains within four occurrences or seven days for 12 months from the date of the last Level was triggered, the Employee will drop down one Level in the process.

B. In the 12 months following the drop in Level (i.e., in the period from the 13th to the 24th month), if the employee's non-culpable absenteeism exceeds four occurrences or seven days, the employee will progress to the next (i.e., former) Level.

C. In the 12 months following the drop in Level (i.e., in the period from the 13th to the 24th month), if the employee's non-culpable absenteeism remains within four occurrences or seven days, the employee will be removed from all Levels of the ASMP.

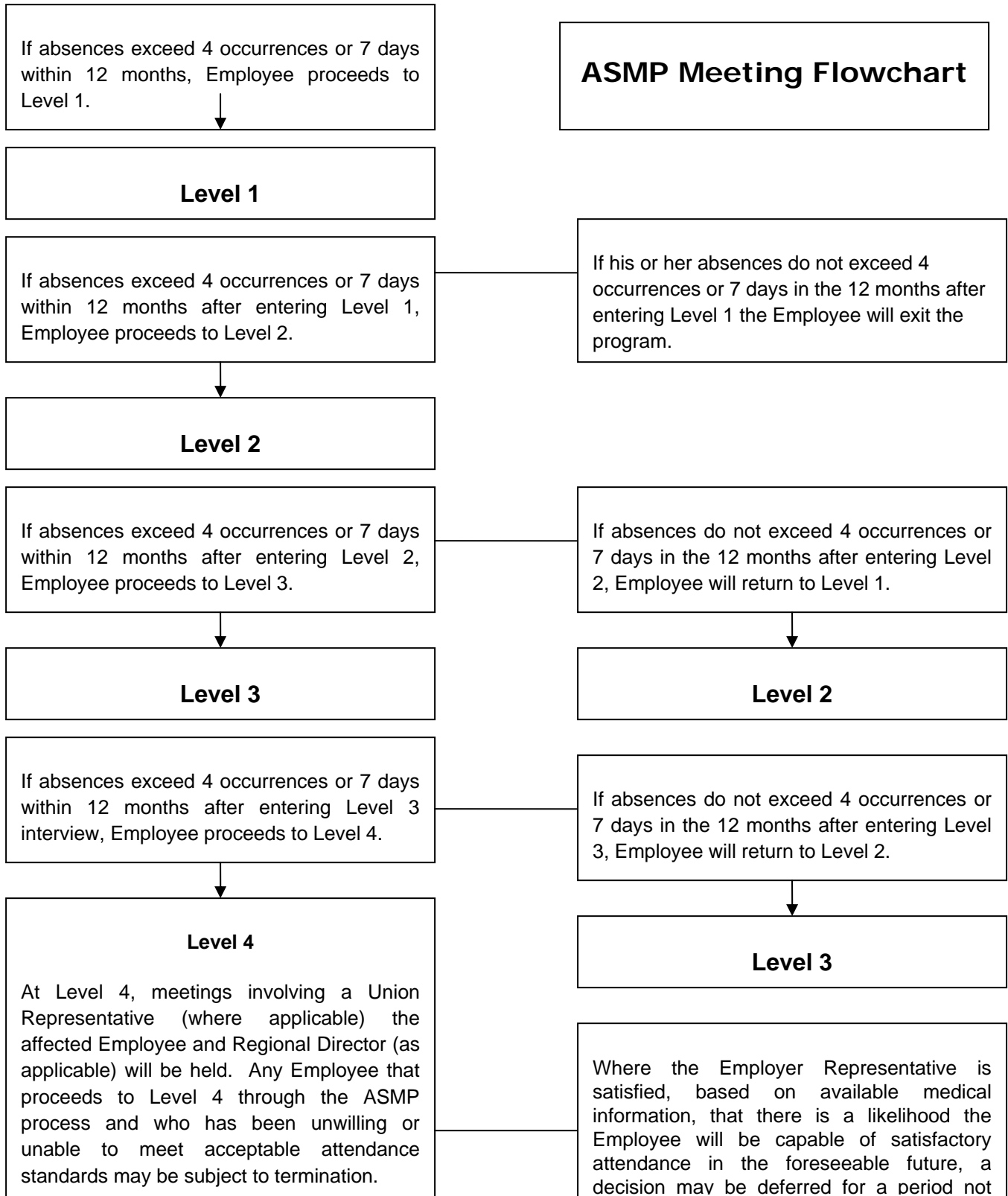
D. If the employee is removed from all Levels of the ASMP (C above) and subsequently the employee's non-culpable absenteeism exceeds 4 occurrences or 7 days, the employee will trigger a Level 1 meeting.

EMPLOYEE REPRESENTATION

Attendance Support and Management meetings are not disciplinary but rather an opportunity to increase communication between the Employee and the Employer. Mutual information exchange, clarity of expectations, and referral for medical or other assistance if appropriate are the desired outcomes of such meetings.

However, should a unionized Employee wish to have Union Representation during a formal attendance meeting, union representation will be permitted in accordance with Article 44.13 of the Collective Agreement. If the Employee opts to meet without representation, a "Waiver of Representation" form must be signed by the Employee and retained on file.

ASMP Meeting Flowchart



VOLUNTARY OPTION

On a one time only basis, Employees may themselves declare their need for attendance assistance.

A voluntary ASMP option will be provided to Employees who identify themselves as individuals who require a more detailed review of their medical issues and consultation (e.g. participation in an IME).

Individuals in levels 1-3 of the ASMP are eligible to elect such a program and by fully completing this option, their current level in the ASMP process will be downgraded one level. For example, Employees at Level 3 may drop to Level 2. Employees may request this option during a formal ASMP meeting and/or at any time in between meeting dates. Requests for attendance assistance by the Employee will be viewed as a tangible demonstration of their sincere desire to improve their attendance at work.

Employees choosing to elect voluntary assistance will be referred to the Staff Services Manager (Reporting Manager, as applicable) for a formal evaluation and will co-operate in all reasonable initiatives identified to assist them in maximizing their health and attendance at work.

Given the spirit and intent of the ASMP program in providing appropriate medical referrals, assistance and coaching for Employees with “non-culpable”, medically-related absences, such voluntary requests are encouraged.

EMPLOYEE ASSISTANCE PROGRAM

The OPS has an Employee Assistance Program (EAP) that is designed to assist Employees with any personal issues that may be affecting their ability to attend and participate productively at work. The Employee Assistance Program for the OPS is Shepell.fgi and can be reached at www.shepellfgi.com or by a toll free number at 1-800-268-5211.

The OPS’s EAP services are provided free of charge on a confidential basis. Employees should be aware that the Employer and/or Manager are not told which Employees, if any, use the EAP.

An Employee who is having difficulties in his or her personal life is encouraged to discuss these issues with their Supervisor so that if possible, the Employer may assist the Employee. In addition, Employees are encouraged to discuss any medical restrictions that may require accommodation with the Employer Representative(s) attending the Level Meeting, so that the Employer can accommodate those medical restrictions where possible.

Pandemic

In the event of a declared pandemic by the World Health Organization or the Ontario Chief Medical Officer of Health, the Employer will consider whether to suspend the ASMPP, and notify OPSEU of their decision.

Union Representation

I understand that I am entitled to have Bargaining Agent Employee Representation present at the Level Three meeting of the Attendance Support and Management Program scheduled for [insert date]. My Local Representative for this meeting will be:

Name of Employee Signature of Employee Date

Name of Witness Signature of Witness Date

Please note: In the event that the Union Representative you have indicated on this form is unavailable for this meeting time, it is your responsibility to arrange for another Union Representative to attend with you.

Waiver of Representation

I understand that I am entitled to have Bargaining Agent Employee Representation present at the Level Three Attendance Support and Management Program meeting scheduled for **(date)**. I have chosen to decline that representation.

Name of Employee

Signature of Employee

Date

Name of Witness

Signature of Witness

Date

Attendance Support and Management Program (ASMP) Questions and Answers for Employees

Q1. What is the Attendance Support and Management Program?

A1. The ASMP is an action plan designed to reduce and manage absenteeism through a consistent and fair process. The ASMP applies to non-culpable absenteeism – absences due to illness or injury for reasons beyond an employee's control. The program has four levels that an Employee may move through, which are triggered if the Employee exceeds 4 occurrences or 7 days of absence in the 12 month period following the previous level.

Q2. Who does the ASMP apply to?

A2. The ASMP applies to employee groups identified by the Employer as having rates of absenteeism that exceed the OPS-wide average and which may benefit from a structured attendance support and management program.

Q3. How is this program different from the Attendance Management Policy structure?

A3. There are a number of differences between the ASMP and the Attendance Management Policy including:

- Entry into the ASMP is based on an employee triggering their entry through a set period of absenteeism;
- Four levels rather than an open structure;
- Structured absenteeism goals rather than personalized goals; and
- Central Support for implementation through the Attendance Support and Management Office (ASMO).

Q4. What triggers a formal attendance review under the ASMP?

A4. The formal review process begins when the employee exceeds either 4 occurrences of absence or 7 days of absence in a 12-month period. The first time this occurs, the employee enters ASMP Level 1. In the event that the employee is absent a further 4 occurrences or 7 days in the 12 months following Level 1 entry, the employee will progress to Level 2, and so on. Each time the employee enters a higher level in the program, an attendance review and meeting with management will be required.

Q5. For the purposes of the ASMP, how is a day calculated — as an occurrence or the ratio of hours?

A5. A day is a day, regardless of shift duration.

Q6. Is the ASMP part of a disciplinary process?

A6. No. The program helps to manage innocent (non-culpable) absenteeism and is not a disciplinary action.

Q7. If I was in the AMP as of the date of ASMP implementation, what is my status in the ASMP?

A7. All employees are provided a “fresh start” following implementation of the ASMP, and begin with zero absences. If an employee’s absences after the implementation date trigger entry into the ASMP, the employee will begin at Level One of the ASMP. However, the employee’s history of non-culpable absenteeism will be relevant and may be discussed during attendance meetings.

Q8. What happens to my previous attendance record?

A8. An employee’s attendance prior to ASMP implementation will not be considered for the purpose of moving through the four levels of the ASMP. However, the employee’s history of non-culpable absenteeism will be considered when developing an Attendance Improvement Plan or workplace accommodation as well as when the Employer is making a determination at Level Four of the ASMP.

Q9. Can I invite a Union Representative attend meetings with me?

A9. Yes, if the employee chooses. The employee can invite a Union Representative to meetings at all levels of the program. If at any Level the employee chooses not to have a representative present at an ASMP meeting, the employee must sign a Waiver of Representation.

Q10. What happens if I refuse to attend an ASMP interview?

A10. An employee cannot refuse to attend a meeting without reasonable justification. This refusal may amount to insubordination and be subject to progressive discipline.

Q11. What happens if I attend the ASMP meeting but refuse to participate?

A11. During the meeting, the employee's Manager will advise the employee and his/ her Union Representative (as applicable) that the ASMP process will go forward without the employee's participation. Following the meeting, the employee's Manager will confirm this discussion in writing to the employee and Union Representative (as applicable).

Q12. What type of medical information am I required to provide to the Employer under the ASMP?

A12. The required medical information relates to accommodation and prognosis (not diagnosis). Initially, the employee may be required to provide a medical certificate in accordance with Article 44.10 of the OPSEU Collective Agreement. The employee may be asked to provide additional health information as part of the attendance management process and/ or to support ongoing accommodation. Depending on the sufficiency of the medical information provided, the employee may be required to undergo an independent medical examination.

Q13. How do I exit a Level from the ASMP and/ or exit the Program?

A13. If an employee is in a Level of the ASMP and his/ her non-culpable absenteeism remains within 4 occurrences or 7 days for 12 months from the date the last Level was triggered, the employee will drop one Level in the program.

Example: If the employee is in Level 2 and his/ her non-culpable absenteeism remains within 4 occurrences or 7 days from 12 months from the date Level 2 was triggered, the employee will drop to Level 1.

In the 12 months following the drop in Level (i.e., in the period from the 13th to 24th month following initial trigger date), if the employee's non-culpable absenteeism exceeds 4 occurrences or 7 days, the employee will return to his/ her former level. However, in the 12 months following the drop in Level, if the employee's non-culpable absenteeism remains within 4 occurrences or 7 days, the employee will be removed from all Levels of the ASMP.

If the employee is removed from all Levels of the ASMP (as above) and subsequently his/ her non-culpable absenteeism exceeds 4 occurrences or 7 days, the employee will trigger Level 1 again and the employee will be required to attend a new attendance meeting.

Q14. Can I progress through all the levels of the ASMP based on a disability including WSIB absences?

A14. The Employer will preclude absences that flow from a disability as defined by the *Ontario Human Rights Code*, including WSIB absences. In order to preclude such absence from the program, management (in consultation with the Attendance Support and Management Office) may “bundle” the particular absences flowing from a disability as defined by the *Code* into one occurrence, which will not be counted towards entry or progression through the ASMP.

Q15. What type of information must I provide to preclude absences that flow from a disability as defined by the *Ontario Human Rights Code*, including WSIB absences?

A15. Employees may provide management with information and medical documentation in a timely manner in order to initiate a discussion about bundling absences flowing from a disability under the *Code*. Medical documentation must include information sufficient to establish that the employee could not attend work on a particular day because he or she was totally unable to perform his or her position's duties on that day as a result of a medically demonstrated disability.

Such medical documentation provided by an employee is for the purposes of bundling under the ASMP, and employees are only required to provide it if they wish to have some or all of their absences flowing from a disability precluded from consideration. Such information is not mandatory and is separate from the obligations set out under Article 44.10 of the Collective Agreement for the purposes of entitlement to STSP benefits. The employee is responsible for all related costs.

Q16. Is there discretion in the ASMP?

A16. The Attendance Support and Management Office will exercise reasonable discretion to deal with non-culpable absenteeism on a case-by-case basis at progression through levels of the program.

Q17. What happens to the ASMP if a Pandemic is declared?

A17. In the event of a declared Pandemic by the World Health Organization or the Ontario Chief Medical Officer of Health, the Employer will consider whether to suspend the ASMP, and will notify OPSEU of their decision.

Q18. When I elect the Voluntary Option (VO), what impact does this option have on my ASMP status?

A18. Individuals in Levels 1 to 3 of the ASMP are eligible to elect this one-time only option, which downgrades their current ASMP status by one level. Once the VO is applied, the new threshold anniversary (i.e.: the date that must be passed without exceeding 4 occurrences/ 7 days of absence in a twelve-month period) becomes the day on which the employee most recently entered a program level.

Example: An employee enters Level 2 on October 1, 2013 and elects his VO later that month. The employee's ASMP status is thereby downgraded to Level 1. For attendance tracking purposes, his Level 1 entry date now becomes October 1, 2013. If the employee does not exceed 4 occurrences/ 7 days of sick leave by October 1, 2014, he will then drop a further level and exit the program.

Q19. How do I access the Voluntary Option?

A19. The Voluntary Option (VO) is available on a one-time only basis, at the employee's request – an employee need only advise his or her manager and, ideally, provide the request in writing. The VO may be elected during a formal ASMP meeting or at any time between meeting dates.

Q20. Can the Voluntary Option be accessed at ASMP Level Four?

A20. No. The VO is available only at Levels 1 to 3.

Q21. Will I be required to participate in enhanced attendance management initiatives as part of the Voluntary Option process?

A21. Employees who choose to elect the VO may be referred to their manager for additional discussion of supports available to assist in achieving and maintaining improved attendance. Employees are expected to cooperate in all reasonable initiatives identified to assist them in maximizing their health and attendance at work.



ONTARIO LABOUR RELATIONS BOARD

Occupational Health and Safety Act

OLRB Case No: 2902-15-HS
Health and Safety - Appeal of Inspector's Order

Her Majesty the Crown in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services, Applicant v Ontario Public Service Employees Union, and A Director under the Occupational Health and Safety Act, Responding Parties

Ministry of Labour, Training and Skills Development F.V. No: 00823JMML260 / 00823JVVTN548 / 0823KBJK565

OLRB Case No: 3240-15-HS
Health and Safety - Appeal of Inspector's Order

Her Majesty the Queen in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services, Applicant v Ontario Public Service Employees Union, and A Director under the Occupational Health and Safety Act, Responding Parties

Ministry of Labour, Training and Skills Development F.V. No: 03236KDDQ091

COVER LETTER

TO THE PARTIES LISTED ON APPENDIX A:

The Board is attaching the following document(s):

Decision - October 30, 2020

DATED: October 30, 2020



Catherine Gilbert
Registrar

Website: www.olrb.gov.on.ca

Address all communication to:

The Registrar
Ontario Labour Relations Board
505 University Avenue, 2nd Floor
Toronto, Ontario M5G 2P1
Tel: 416-326-7500
Toll-free: 1-877-339-3335
Fax: 416-326-7531



ONTARIO LABOUR RELATIONS BOARD

OLRB Case No: **2902-15-HS**

Her Majesty the Crown in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services, Applicant v **Ontario Public Service Employees Union**, and A Director under the Occupational Health and Safety Act, Responding Parties

Ministry of Labour F.V. No: **00823JMML260 / 00823JVTN548 / 0823KBJK565**

OLRB Case No: **3240-15-HS**

Her Majesty the Queen in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services, Applicant v Ontario Public Service Employees Union, and A Director under the Occupational Health and Safety Act, Responding Parties

Ministry of Labour F.V. No: **03236KDDQ091**

BEFORE: Matthew R. Wilson, Alternate Chair

APPEARANCES: Peter Dailleboust, Andrew Lynes, Anna Fernandes, Laura McDonald for Her Majesty the Crown in Right of Ontario as represented by the Ministry of Community Safety and Correctional Services; Brian Fukuzawa and Karly Lyons for Ministry of Labour Inspector; Katherine Ferreira, Craig Flood, Denise Sidsworth, Scott McIntyre and Terri Szymanski for Ontario Public Service Employees

DECISION OF THE BOARD: October 30, 2020

1. This is an appeal of an Order made by a Ministry of Labour Health and Safety Inspector under the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1. Following numerous hearing dates with many witnesses testifying, the parties reached a settlement. The Board issues

the necessary orders pursuant to the terms of the Memorandum of Agreement and orders the parties to comply with those terms, which read as follows:

**MEMORANDUM OF AGREEMENT AND
CONSENT ORDER**

WHEREAS Ministry of Labour, Training and Skills Development Inspectors attended at probation and parole offices in Newmarket and Barrie in and around November 2013, December 2013, February 2014, July 2015, December 2015 and February 2016 in response to weapons related incidents;

AND WHEREAS following investigations the MLTSD Inspectors issued orders under s. 25(2)(h) of the *Occupational Health and Safety Act* (the "OHSA") requiring the Employer to "take every precaution reasonable in the circumstances for the protection of a worker from the risks associated with weapons being introduced into the secure area of the workplace";

AND WHEREAS the MLTSD Inspectors stated that measures for preventing the introduction of weapons into the secure area of the workplace were to go beyond the "passive and administrative means" already in place;

AND WHEREAS the Employer prepared and submitted a Compliance Plan;

AND WHEREAS the Inspectors determined that the Compliance Plan submitted was not sufficient;

AND WHEREAS the Employer filed Appeals under s. 61 of the *OHSA* regarding the orders which have proceeded to hearing before VC Wilson;

AND WHEREAS the Parties acknowledge that a review of the safety and security manual is currently being conducted by the Community Safety and Health and Safety Working Group Interview and that this review will continue independent of and notwithstanding the current Agreement;

AND WHEREAS the Union acknowledges the Employer's implementation of the Deloitte Report (dated November 1, 2017) recommendations 2, 3 and 7 as well as the ongoing implementation of the remaining recommendations;

AND WHEREAS the Parties wish to address the issue of weapons being introduced into the secure area of the workplace;

AND NOW THEREFORE the Parties agree and mutually request that the following comprise the terms of a consent order to be issued by the Ontario Labour Relations Board:

1. This Agreement is without prejudice or precedent to any position(s) the parties may take in any other proceedings.
2. Nothing in this Agreement precludes the Employer's, workers' and Union's right to enforce their rights under the *OHS*A inclusive of a request that a MLTSD Inspector investigate any matter.
3. As provided herein, the Employer will continue with its current program of conducting security reviews and risk assessments regarding health and safety precautions and procedures for workers and access controls and weapons at probation and parole offices in Ontario. Without limiting the generality of the foregoing, the security review and risk assessment will continue to address the issue of weapons entering the secure area of probation and parole offices.
 - (a) The Parties recognize that the ongoing security review will include those items set out in Schedule A (Deloitte Implementation Chart). The Union will be provided with an opportunity to provide comments and submissions to the Employer regarding the accuracy, comprehensiveness and relevance of the items set out in Schedule A (Deloitte Implementation Chart)
4. An independent third party will be selected to review the efficacy, installation, feasibility and use of metal detectors in probation and parole offices, including but not limited to, any health and safety considerations related to worker proximity and/or exposure to metal detectors and the efficacy of ARBS pilot and program, including but not limited to training on the application of ARBS as well as ARBS processes and documentation requirements. ("the review") The

independent third party conducting the review will have access, upon request, to any necessary and relevant documentation including but not limited to the Probation and Parole Safety and Security Manual, the Workplace Violence Risk Assessment Policy, Probation and Parole Office Safety Plans, ARBS Manuals, the statistics collected as part of the ARBS pilot project, any weapons related Ministry of Labour complaints and/or orders, the review prepared by Deloitte and the report prepared by Frank Simone. The Union shall have the right to submit documents to the independent third party for their consideration and shall be provided with a list of any and all documents submitted by the Employer to the independent third party. In addition, and without limiting the generality of the foregoing, the independent third party shall have access to and regard to any recommendations arising from the review of the safety and security manual currently being conducted, the Employer's ongoing security review and the report regarding the implementation of the Deloitte Recommendations, including the Union's comments as referred to in para. 3 above. The union acknowledges that the Employer may select "Deloitte" as the independent third party and that such a selection does not violate the Memorandum of Agreement, on the understanding and condition that "Deloitte" shall comply with all the requirements of an independent third party as set out herein. Should Deloitte be unable or unwilling to engage in the above noted review, and the Employer cannot find a substitute, the parties agree to return before Vice-Chair Wilson (or his alternate) for a decision on an appropriate resolution of the issue of a suitable independent third party and any other issues related to the selection and engagement of a suitable independent third party.

5. The independent third party shall be able to attend and inspect probation and parole offices and interview probation and parole staff as part of the review. The Union shall have the opportunity to make recommendations to the independent third party regarding staff to be interviewed. Any interviews will be considered as

work for the purpose of the Collective Agreement. The report of the independent third party shall be provided to the Union as and when it is finalized.

6. The scope of the review set out in paragraph 4 will include but not be limited to the following:
 - (a) the efficacy, feasibility (including installation) and use of metal detectors in probation and parole offices, including but not limited to, any health and safety considerations related to worker proximity and/or exposure to metal detectors;
 - (b) the potential role, requirement and use of personnel, including security personnel, and any related training;
 - (c) industry standards and best practices regarding access control and weapons detection;
 - (d) training requirements for the use of metal detectors and other access controls in probation and parole offices;
 - (e) fit-out and installation costs associated with the implementation of metal detectors; and
 - (f) weapon detection and discovery (including but not limited to procedures to be followed upon the detection and/or discovery of a weapon).
7. The Employer shall provide to the Union copies of any applicable policies associated with or arising from the security review and risk assessment.
8. Any notices, documents and/or communications to the Union pursuant to the Memorandum of Agreement shall be sent to Terri Szymanski and/or her designate.
9. Both the Union and the Employer shall receive copies of the draft report from the independent third party prior to the completion of the review. The draft report shall address a security review

and risk assessment of access controls at probation and parole offices including but not limited to, the efficacy of metal detectors, the need for additional training regarding the use of metal detectors as well as the detection and discovery of weapons more generally and security risks associated with weapons and prohibited items entering the secure area of probation and parole offices and the ARBS pilot and program, including but not limited to training on the application of ARBS as well as ARBS processes and documentation requirements. The Union and the Employer party shall have thirty (30) days to make written submissions to the independent third party, with copies to the other party, regarding the draft report. Following the receipt and exchange of any written submissions the Union and the Employer shall have the opportunity to meet with the independent third party to discuss the draft prior to the finalization of the report. The Employer and the Union shall be permitted to have three representatives at this meeting.

10. The Employer shall send a copy of the independent third party's final report to the Union.
11. The Appeals (OLRB File Nos. 2902-15-HS and 3240-15-HS) are adjourned *sine die* pending the full recognition of the terms of this Agreement.
12. Nothing herein precludes either party from seeking any or all remedies from the Board or from relying on the Employer's security review and/or the review by the independent third party in any submissions to the Board with respect to these Appeals.
13. This Agreement is enforceable as an order of the Ontario Labour Relations Board pursuant to s. 96(7) of the *Labour Relations Act, 1995* and the Board shall remain seized in respect of any dispute regarding the administration, application, violation and/or interpretation of the Agreement.

14. This Memorandum of Agreement is equally valid and binding whether executed in one or more parts.

Signed and dated this 29th day of October, 2020

For the Union
Denise Sidsworth
Terri Szymanski
Scott McIntyre

For the Employer

2. These applications are adjourned *sine die* pursuant to the terms of the settlement. All remaining hearing dates are cancelled.

"Matthew R. Wilson"
for the Board

APPENDIX A

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Mr. Peter Dailleboust
Counsel
Tel: 416-327-3768; Fax: 416-325-9404
Email: peter.dailleboust@ontario.ca; alka.patel@ontario.ca

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Jonathan Rabinovitch
Counsel
Tel: 416-327-3661; Fax: 416-325-9404
Email: jonathan.rabinovitch@ontario.ca

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Andrew Lynes
Fax: 416-325-9404
Email: andrew.lynes@ontario.ca

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Brian Scott
Fax: 416-325-9404
Email: brian.j.scott@ontario.ca

Koskie Minsky LLP
20 Queen Street W, Suite 900
Toronto ON M5H 3R3
Attention: Katherine Ferreira
Tel: 416-542-6284; Fax: 416-204-4925
Email: kferreira@kmlaw.ca

Koskie Minsky LLP
20 Queen Street W, Suite 900
Toronto ON M5H 3R3
Attention: Craig A. Flood
Tel: 416-595-2105; Fax: 416-204-2883
Email: cflood@kmlaw.ca; misabella@kmlaw.ca

Ontario Public Service Employees' Union
100 Lesmill Road
North York ON M3B 3P8
Attention: Terri Aversa
Health and Safety Officer
Tel: 416-443-8888 Ext 8774; Fax: 416-443-8618
Email: taversa@opseu.org

Ontario Public Service Employees Union, Local 338
100 Lesmill Road
North York ON M3B 3P8
Attention: Gord Kiernan
Local 2nd Vice President
Tel: 705-794-2273; Fax: 416-443-8618
Email: gordkiernan@hotmail.com

Ontario Public Service Employees' Union, Local 633
100 Lesmill Road
North York ON M3B 3P8
Attention: Scott McIntyre
President
Tel: 705-477-1931; Fax: 416-443-8618
Email: scottmcintyre652@gmail.com

A Director under the Occupational Health and Safety Act
400 University Avenue, 11th Floor
Toronto ON M7A 1T7
Attention: Brian Fukuzawa
Crown Counsel
Tel: 647-223-9029; Fax: 416-326-7985
Email: brian.fukuzawa@ontario.ca

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Mr. Peter Dailleboust
Tel: 416-327-3768; Fax: 416-325-9404
Email: peter.dailleboust@ontario.ca; alka.patel@ontario.ca

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Jonathan Rabinovitch
Counsel
Tel: 416-327-3661; Fax: 416-325-9404
Email: jonathan.rabinovitch@ontario.ca

Ministry of Community Safety & Correctional Services
200 First Avenue W, Floor 4
North Bay ON P1B 3B9
Attention: Judy Franz

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Andrew Lynes
Fax: 416-325-9404
Email: andrew.lynes@ontario.ca

Ministry of the Attorney General
77 Wellesley Street W
Ferguson Block, 9th Floor
Legal Services Branch
Toronto ON M7A 1N3
Attention: Brian Scott
Fax: 416-325-9404
Email: brian.j.scott@ontario.ca

A Director under the Occupational Health and Safety Act
Legal Services Branch
400 University Avenue 11th Floor
Toronto ON M7A 1T7
Attention: Brian Fukuzawa
Crown Counsel
Tel: 647-223-9029; Fax: 416-326-7985
Email: brian.fukuzawa@ontario.ca

Component Report

NUPGE Probation Officers Representatives
Videoconference, November 4, 2020



1. Component name: NSGEU

2. Number of probation officers in your Component: 94 Probation Officer in Province

3. Political climate, government legislation and policies

1. July 29 Finance Minister Karen Casey announced Province on Track for Deficit of 852.9 Million
2. July 30, Premier McNeil hinted Public service will be expected to play a role reducing the deficits.
3. 2019 to 2023 Diversity Inclusion action Plan announced (recruit, retain, advancement), Culturally Competent Inclusive work environment, and Culturally Responsive Programming and Services.
4. Sept 29 Premier apologized for systemic racism with Justice System. Created design team to recommend policy changes, restorative inquiry, etc. Criticism from black community and lack of consultation.

4. Updates: major campaigns, materials, initiatives

Creation of Afrocentric Program mandatory for Correctional Services Employees
Impacts of Unconscious Bias, lived experience, historical perspective, Impacts of Justice System on ANS Communities.

5. Updates on COVID-19 protocols

Two new cases of COVID-19 were reported Monday in Nova Scotia, bringing the number of total active cases in the province to 15.

March 19, 2020 Provincial Court system restricts access to public, majority of matters were adjourned until June or July, Urgent matters such as bail hearings, sentencing done over video court.

March 22, 2020 Department released Covid-19 Response Plan

All inmates serving intermittent custody sentences have been placed on temporary absences.

Nova Scotia's provincial inmate population declined the most, at 41 per cent between February and April.

There are 109 operational staff that have been redeployed as follows: 59 working from home 50 coming into offices. Some of those 48 on rotations to maintain minimum staff levels and create social distancing.

Hazard Assessments completed by June 24, 2020, for all Government Buildings.

July 14th screening Protocol put in place

July 30 facing issues with Disinfecting supplies PPE, switch to sprays,

July 30 Deputy Minister institutes mandatory mask policy

- August 4, We have received 2 plexiglass barriers. These are portable and can be moved as a portable barrier.

Given 2 cloth masks for each of you, these are not being replaced, told to keep them safe

- i. 1 incident of assault in the office which is rare
- ii. Department continues to encourage staff who are struggling with work related stress to contact workplace mental health or EFAP

a. Working Conditions

- i. Workload has been down as Province has rolled out Restorative Justice Program
- ii. back log of pending cases before the Court
- iii. Trials unable to proceed Department has leased space to address back log of trials

b. Staffing levels

Issues with admin support, positions are not being filled after retirements. There are still a few vacancies with Probation Officers moving to acting supervisor roles.

6. Return to work

- July 9th back to workplace guide
- August 10 at least 80% of the time
- September 8, full-time staffing complement
- Encouraged to resume group programming

7. Collective bargaining and grievance updates

The Civil Service Master Agreement expires on March 31, 2021. On December 14th the Civil Service Bargaining Unit Negotiating Council will meet to discuss potential bargaining proposals and to work on the bargaining input surveys.

The surveys will go out to the members after Xmas and then the Bargaining Committee will get together to prepare for bargaining in the spring.

May 20, 2020, we were informed our EDO would change from biweekly to every 3rd week

Grievance filed upon our return to work

8. Any other major activities to report?

In the wake of the George Floyd incident which sparked international protest. DOJ has been slow to respond with supporting its members of African Decent... Public Service Commission put together online platform to support one another.

We are also in the process of submitting a proposal to the employer regarding flexible work arrangement as we have proven we can supervise offender remotely.

Correctional Services Division COVID-19 Contingency Plans as of March 22, 2020

Correctional Services is an essential service and the following contingency plans have been put in place to ensure everyone's safety while maintaining Community Corrections and Correctional Facility operations.

All offices and facilities have PPE and are using as required and in consultation with NSHA.

Improved cleaning and hygiene standards supported throughout the service delivery model.

Supports for staff via communications regarding the COVID-19 situation and any impact on operations. In addition, staff have been communicated the following available resources:

- For the most up-to-date public health information and advice, visit the public health [coronavirus \(COVID-19\) website](#). You can also watch government's regular media updates, which are [livestreamed](#).
- The latest government news releases can be found [here](#).
- For the latest employee and work-related information, including Frequently Asked Questions (FAQ), visit [TheHUB](#).
- For detailed information about your departmental or unit operations, watch for emails from your Deputy Ministers and Managers.
- If you're a social media user, follow government and department channels.
- If you have questions at any time, speak to your Manager or your department's [HR Business Partner](#).
- If you're feeling anxious or stressed, you can talk to a professionally trained counsellor through our Employee and Family Assistance Program (EFAP), which is confidential and available for you [24/7](#) by calling [1-800-777-5888](#).

To enhance mental health supports during this time, the following measures have been implemented:

- Social workers, case management officers, program officers, and spiritual advisors are available in facilities offering daily check-ins with inmates.
- Social workers will conduct daily check ins with staff.
- The above services are being expanded to cover weekend day hours.
- Correctional Services continues to work closely with the Nova Scotia Office of Workplace Mental Health to ensure services and supports are widely available to staff.
- Navigators from the Office of Workplace Mental Health are available to all staff.

The Inspector, Correctional Services has facilitated the following measures:

- Business Continuity Plans (BCP) development and training with divisional BCP Coordinators.
- Liaise with EMO to ensure resources are in place for all divisions.
- Ensured all divisions have active internal phone trees.
- Reviewed requirements of divisional and departmental critical business functions with BCP Coordinators and Local Incident Commanders.
- Sits on Courts Services Committee, EMO Multi Jurisdictional Committee, and Critical Infrastructure Resiliency Committee.

The following contingency plans have been implemented:

Head Office:

The Executive Director, 2 Directors, and 1 Manager remain onsite to provide direction and support to the operating units.

One Director and Chief Superintendent have been redeployed to provide onsite direction and support to the Correctional Facilities.

All other managers and administration staff have been set up to work from home but are available to attend Head Office if required onsite.

Community Corrections:

The following plans have been implemented for the 22 community corrections offices:

- There have been several teleconferences with senior management and Senior Probation Officers to ensure information regarding COVID-19 and operational impacts is shared.
- There are 109 operational staff that have been redeployed as follows: 59 working from home 50 coming into offices. Some of those 48 on rotations to maintain minimum staff levels and create social distancing.
- Those working from home have technology to do so, including access to iPhone, Outlook, and JEIN.
- Until further notice all satellite offices will be closed. Offenders in these locations will be required to contact main offices in the respective areas.
- Office supervision appointments have been cancelled and replaced with alternative intervention modes currently approved by Correctional Services including telephone, texting, Electronic Supervision, voice verification, Skype, and email.
- Group programming and scheduled meetings with outside stakeholders are to be suspended until further notice.
- Presentence reports are, unless necessary, to be completed via telephone and/or video. Offices which have Secure Interview rooms may complete PSR interviews in this space if necessary, as a last resort.
- All pre-session RJ work shall continue via phone, email, etc. There will be no attendance at RJ sessions until further notice as Community Justice has suspended in-person sessions.

Custody:

The following COVID-19 contingency plans have been implemented at the 4 adult and 1 youth correctional facility:

- All visits at Correctional Facilities have been cancelled.
- All Inmates are given 2 free 10-minute phone calls per day and \$20 added to their commissary account every 7 days.
- Facility senior managers have been onsite at unconventional hours throughout the last week to support staff and operations.
- Case Management staff are providing coverage 7 days/week to assist with increased releases from custody and meet with inmates.

- All inmates serving intermittent custody sentences have been placed on temporary absences.
- Remanded inmates are being reviewed for release that has included implementing video court appearances.
- Inmates who require signing of sureties is being facilitated by Correctional Services staff who are Commissioners of Oath at Correctional Facilities.
- Dr. Lisa Barrett and Director John Scoville have attended all Adult Facilities except SNSCF in the past week to provide updates while meeting with inmates and staff.
- Extra leisure items have been purchased to relieve stress on the units
- Work is being done in consultation with NSHA and Dr. Barrett to change medication distribution (including methadone) in order to reduce movement and contact.
- Youth are receiving daily phone calls.
- Youth centre staff are meeting with youth daily to assess their needs.
- Chaplaincy and mentoring services have been made to available to youth over the phone.
- Additional incentives are being provided to youth on their living units.



COVID-19: FURTHER RESTRICTIONS IN PROVINCIAL COURTS

Wednesday, March 18, 2020 (Halifax, NS) – Starting Thursday, March 19, members of the public who have a matter before the Provincial Court, Night Court, or the provincial Family Court, will be advised they should not attend court in person unless the matter is in relation to an in-custody or urgent criminal matter, or an urgent family law or child/adult protection matter.

This further restriction was put in place to help slow the spread of the COVID-19 virus. There are now three confirmed cases and nine presumptive cases of the virus in Nova Scotia.

Members of the public who have travelled internationally within the last two weeks, who are experiencing symptoms of the coronavirus, or who have been directed by public health officials, 811 or their doctor to self-isolate, **should not visit a courthouse anywhere in Nova Scotia.**

As well, access to Provincial Courts continues to be restricted for members of the general public. Only those persons required for the court proceedings will be permitted. This includes counsel, litigants, accused individuals, witnesses, support workers, and members of the media.

The Provincial Court will remain open, subject to the following:

Criminal and Youth Criminal Cases

If you are not in custody and you have a criminal court appearance in the Provincial Court between March 19 and May 31, 2020, you should not attend court. Court staff will be in touch with counsel and self-represented individuals about rescheduling in June. If you feel your matter is urgent, please contact the courthouse by telephone.

Please note that the Court will adjourn your matter without you needing to be present. You will be required to attend court in person on the new date you are provided.

Urgent matters include peace bond applications and hearings, as well as in-custody proceedings, including:

- Bail hearings
- Sentencings

- Preliminary inquiries and trials
- Youth criminal sentence reviews

Wherever possible, the Court will make full use of video and audio technology to effectively address criminal matters involving accused persons in custody.

The Provincial Court and the Justice of the Peace Centre will continue to be available to process warrants and judicial authorizations.

-30-

Media Contact:

Jennifer Stairs
Communications Director
Nova Scotia Judiciary
902-221-5257
stairsjl@courts.ns.ca

Court Contact:

Contact Information for all Provincial Court locations in Nova Scotia is available online at https://www.courts.ns.ca/Courthouse_Locations/Courthouse_Locations_Map.htm/.

COVID-19 – Back to Workplace Guide for Provincial Government Employees

Introduction

- ✓ The purpose of this document is to help assist provincial government employees who will be returning to a government workspace.
- ✓ This document acknowledges that some employees have continued to work out of a government workspace during COVID 19 to ensure that essential services were still provide to citizens.
- ✓ After reviewing this information, if you have any questions or concerns about returning to your government workspace, please speak with your immediate supervisor.
- ✓ It should be acknowledged that a large number of provincial employees never left the workplace. Employees across government continued to provide critical services to Nova Scotians during the pandemic.

Before Returning

- ✓ All employees must conduct a self-screening using 811's [self-assessment tool](#) and if you are sick or experiencing COVID-like or cold symptoms (cough, fever, runny nose, sore throat, weakness, headache, etc.), you should call 811 right away, advise your manager and not return to work.
- ✓ Follow Public Health advice related to self-isolation if you have travelled or [have been exposed to someone ill with the virus](#).
- ✓ Identify any equipment or supplies you need to return to the workplace, including computers, monitors, docking stations and other accessories that you may have brought home to work remotely. The Nova Scotia Digital Service has prepared information on [moving your computer back to the office](#) and [cleaning and disinfecting your equipment](#).
- ✓ Confirm with your manager once any government-owned equipment you brought with you has been returned.
- ✓ If you feel that Personal Protective Equipment (PPE) may be required for when you return to your government workspace you should speak with your manager.

- ✓ If a hazard assessment has not been completed one will be done to determine necessary Occupational Health and Safety controls up to and including PPE. The Province has developed a Provincial PPE Request Process to determine if PPE is required and how PPE will be distributed.
- ✓ Keep in regular contact with your manager to advise of any concerns you may have or if there are changes to your ability to attend the workplace or perform work, including health or child care arrangements.

When You Return

- ✓ Follow [public health information and direction from Nova Scotia's Chief Medical Officer of Health](#) about hand, respiratory, and other hygiene measures.
- ✓ [Wash your hands frequently for at least 20 seconds](#), and clean/disinfect frequently used surfaces at least twice daily or whenever visibly soiled. Scent-free hand sanitizer is recommended to be available in workplaces for client and employee use.
- ✓ If you begin to experience symptoms or feel ill while at work, immediately separate yourself from co-workers and all other people, advise your manager immediately, call 811 and be prepared to return home to self-isolate.
- ✓ It will be your responsibility to clean and disinfect your workspace upon arrival and any equipment you brought from home.
- ✓ Maintain a clean workspace by limiting the amount of non work-related items (memorabilia, personal items, etc.) to enable for proper cleaning.
- ✓ Maintain a distance of at least two metres and minimize prolonged contact with coworkers and clients. Avoid greetings that involve touching, such as handshakes.
- ✓ Limit use of shared tools or equipment wherever possible and reduce printing where possible to avoid touching printers/paper, etc. Follow established cleaning procedures as required.

- ✓ Wear a non-medical mask (if you choose) to offer additional protection to those around you but remember that masks do not replace the need for physical distancing measures and hand washing.
- ✓ Wearing a non-medical mask is a personal choice. Health Canada says wearing homemade masks in the community has not been proven to protect the person wearing it. Strict hygiene and physical distancing will reduce your chance of being exposed to the coronavirus. Wearing a non-medical mask is an additional measure you can take to protect others – like sneezing or coughing into your sleeve – when it is difficult to maintain physical distancing.
 - It's important that medical grade masks be reserved for healthcare workers and those on the front lines who really need them.
 - Information about choosing and wearing a [non-medical mask](#).
- ✓ Use telephone, video conferencing, MS Teams to schedule and participate in meetings as much as possible. Do not organize or attend any in-person meetings unless the facility can safely accommodate physical distancing.
- ✓ Limit unnecessary visits to other workspaces, common spaces or public areas and follow the guidelines related to your workspace (signs, floor markers, etc.)
- ✓ If you encounter or identify a workplace safety issue please refer to your manager or OHS committee as needed.
- ✓ If you are feeling anxious while at work, please check out the [resources for your mental health](#) posted on TheHub.
- ✓ Follow Public Health Orders for changes in restrictions. Visit NovaScotia.ca for [public health information and resources](#).
- ✓ [Visit TheHub](#) for information and resources for government employees and workplaces. Also check out the employees [Covid related FAQ section](#).
- ✓ If you have any questions/concerns about returning to work during COVID19, please [click here](#).

Resource Library:

Before Returning to work Resources	
811s self assessment tool	self-assessment tool
If you are exposed to someone with Covid	have been exposed to someone ill with the virus
When you return to work Resources	
Hand washing tips	Wash your hands frequently for at least 20 seconds
Maintain clean workplace tips	tips
Mental Health Resources	resources for your mental health
Information on choosing and wearing a medical mask	https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#_Appropriate_non-medical_mask
Moving your computer desktop back to the office	https://novascotia.sharepoint.com/sites/TheHub/SitePages/Return-to-Work-Checklist--Moving-your-computer-desktop-back-to-the-office.aspx
Cleaning and disinfecting IT equipment	https://novascotia.sharepoint.com/sites/TheHub/SitePages/Cleaning-Guidance.aspx
Other COVID 19 Resources	
Public Health Information and Resources	public health information and resources
The Hub's Covid Website	Visit TheHub
Return to work Covid 19 Website	click here
Staff COVID 19 FAQs	https://novascotia.sharepoint.com/sites/TheHub/SitePages/FAQ-For-Employees.aspx

CORONAVIRUS (COVID-19)

Frequently Asked Questions (FAQ) for Civil Service Employees

UPDATED: March 20, 2020 (3:00 pm)

GOVERNMENT PLANNING AND RESPONSE / GENERAL

Q1. How is government managing COVID-19 in the workplace?

We have a coordinated corporate structure and process in place to respond to COVID-19 planning and response. The Department of Health and Wellness and Emergency Management Office (EMO) is managing health system planning and broader provincial impacts. Service Nova Scotia/Internal Services and the Public Service Commission are working on internal Business Continuity Planning for government. And all departments have senior officials and other designated staff working on critical business planning for their core operational areas. We are also encouraging work from home options whenever possible to support social distancing.

Q2. Who do I contact if I have questions?

If you have questions, you can speak to your manager or contact your HR Business Partner (list at end of FAQ). There are also Business Continuity Planning and Senior Official Committee representatives within each department who are working on government's COVID-19 response.

PUBLIC SERVICE COMMISSION

Q3. Who do I contact with questions about my leave or pay?

Here's a quick guideline for you:

- If you are working from home, you will be paid the same as always.
- If you are self-isolating due to travel – you will be put on leave with pay. You will be expected to work from home if you can.
- If you are self-isolating and become ill, please notify your manager. Your time will be recorded in the system as sick time.
- Of course, if you become ill outside of the process, please follow public health's advice – do the self assessment and/or call 811.

If you have questions about leave or pay, please contact your manager or HR Business Partner (list at end of FAQ).

Q4. I am a manager and in the middle of recruiting for a position/setting up interviews. Should I continue?

Deputy Ministers or their designates will decide which job postings and interviews should proceed based on departmental business continuity planning. If the position is critical, there may be other ways to conduct the process using teleconferencing or other means. Routine job posting and interviews should be suspended until further notice.

Q5. What is happening with government training?

All government training is suspended until further notice. If you are scheduled for training, information on rescheduling of classes and other options will be shared in the coming weeks and available on TheHUB.

SELF-ISOLATION AND ABSENCES FROM WORK

Q6. When should I self isolate?

As a public sector employee, if you have travelled anywhere outside Canada, including the United States, you are directed to self-isolate for 14 days upon your return.

You should also self-isolate if you are feeling unwell with cold or flu-like symptoms, or if you believe you have been in contact with COVID-19.

If you have symptoms, or develop symptoms, you should complete the [online assessment](#) to determine if you need to contact 811 regarding testing for COVID-19. Public health advice may change quickly as the COVID-19 situation evolves. Please consult government's [coronavirus \(COVID-19\) website](#) for complete and up-to-date health advice, including when you should self-isolate or be tested.

Q7. [UPDATED] I need to self-isolate or stay at home. Will I still get paid?

There are different reasons why you may need to self-isolate or be at home and this will determine your type of leave. Regardless of your situation, you will continue to be paid.

The main scenarios are:

- 1. You are directed to self-isolate because you have travelled outside Canada:**
 - **Work from home** – if you're feeling well, and can work from home (e.g., you are equipped, and your job allows), you are expected to work. You will be paid as usual.
 - **Leave with pay** – if you cannot work from home, you will be put on leave with pay. You must enter your absence in the [Employee Self Serve \(ESS\) portal](#) using the "Record Working Times" feature and record your time as "Personal Leave - Paid" in the drop-down list.

2. You are self-isolating or at home because you are following public health advice (e.g., you are unwell with flu-like symptoms or have had contact/possible contact with COVID-19), or because you are providing care:

- **Work from home** – if you're feeling well, and you can work from home (e.g., you are equipped, and your job allows), you are expected to work. You will be paid as usual.
- **Short Term Illness** – if you cannot work from home, you will use the Short Term Illness (STI) program. Your manager will enter your absence in the Absence Management Portal.

NOTE: Employees should continue to report absences in [ESS](#), and managers should continue to report absences in the [Absence Reporting Portal](#) to ensure all employees are supported appropriately during absences.

Please speak with your manager about leave and working from home. If your job requires you to be in the workplace and is critical to maintaining operations, please work with your manager to determine arrangements. If you have further questions, contact your HR Business Partner (list at end of FAQ).

Q8. Will I need a sick note from a doctor if I'm home sick or self-isolating?

No, you will not be asked for medical documentation (sick note) for any absence needed to follow public health advice related to COVID-19. If you are using the Short Term Illness program (see Q7), you may be contacted by a case manager from Morneau Shepell to offer support.

Q9. What is the Short Term Illness Program?

The Short Term Illness (STI) Program supports employees during illness or injury related absences of 4 days or more, up to 100 days. The program is delivered by a third-party provider, Morneau Shepell. If you are using STI for an absence related to coronavirus/self-isolation (see Q7), a case manager will reach out to you to ask questions and offer support. You will not need to provide medical documentation (sick note) if you are using STI for these purposes.

Q10. [NEW] My absence will be covered by the Short Term Illness program. What can I expect while I am out of the office?

You may need to use Short Term Illness for a number of reasons during this COVID-19 situation (see Q7). If you are using STI, a case manager from Morneau Shepell will contact you. The call will come in as "Unknown Caller" on your call display, so please ensure you answer your phone so the case manager can determine and record the reason for your absence. You will not be asked for medical documentation (a sick note). Support from a case manager will depend on your situation:

- If you are ill, the case manager will provide ongoing support.
- If you are isolating for another reason and you are well (see Q7), you will have only one call from a case manager. After that point, you and your work manager must maintain communications during your absence to determine a return to work date.

- If you are well but become ill while on STI, you should re-connect with your Morneau Shepell case manager to record your change in status.

Q11. What if I've already used all my Short Term Illness?

If you have used all your Short Term Illness leave, you should speak with your HR Business Partner (list at end of FAQ).

Q12. Where is the Absence Reporting Portal and how do I use it?

The Absence Reporting Portal can be found [here](#). Managers should already be reporting absences in this portal. There are guides and resources to help you on the portal.

Q13. What happens if I'm not able to report my absences in ESS or my manager hasn't entered them in the Absence Reporting Portal for some reason. Will my pay stop?

No, your pay will not stop. If you are unable to report absences because you do not have access to the portal, or if you forgot to make an entry, you should speak to your HR Business Partner (list at end of FAQ).

Q14. I have a child or other member of the family who lives with me and is returning from a trip outside Canada. Should I self-isolate too?

Current public health advice does not require you to self-isolate unless your child or family member has or develops symptoms (e.g., fever, cough, difficulty breathing) during their isolation period. However, you may choose to work at home if you are able to do so. If you are at home because you are caring for someone who is unwell or in self-isolation, you will be supported (see Q7).

Q15. With daycares closing, I don't have options for childcare. What should I do?

If you don't have childcare options, you may work from home if it's possible (e.g., you are equipped, your job and manager allows). If you are not able to work from home, you will be supported (see Q7). If your job requires you to be in the workplace and is critical to maintaining operations, please work with your manager to determine arrangements.

WORKING FROM HOME

Q16. How do I determine if I can work from home?

You may be able to work from home if your job does not require that you physically be at your workplace to perform your core duties, and if you have the tools and technology you need (e.g., laptop, cell phone, VPN connection) to be able to work remotely. You should speak to your manager about whether you can work from home.

Q17. I could work from home if I had the tools (e.g. laptop, cell phone). How do I get these?

We are working to get more resources such as laptops, however, we must consider priority needs, such as supporting the health care system, as well as our COVID-19 planning and response teams. You should speak to your manager about the possibility of working from home and what arrangements or equipment may be required. If you do need help with set up to work from home, please be patient with our Service Desk team, as they are working hard to support our health teams right now. It may take a little time to get everyone who can work from home set up and running.

Q18. I/my team am not used to working remotely. Are there any tips or guidelines?

Using Technology – Make sure you/your team knows how to effectively use tools like Skype for Business, Email, Yammer, and VPN, as part of Government's Microsoft Office 360 package. If you/your team are not familiar with these tools, check YouTube for tutorials, and visit TheHUB for more information and resources on working remotely.

Sharing Information – Decide as a group what information needs to be shared, with whom, and how frequently it needs to be shared. Information sharing can be made easier through SharePoint sites and libraries, shared folders on OneDrive, and Yammer groups. Decide what knowledge needs to be shared in-person vs. digitally and set reminders in your schedules to ensure you meet deadlines.

There are also some [simple things](#) you can do to help create structure in your new work day.

Q19. [NEW] What support is available to learn how to manage teams remotely?

There are several resources being used through the FlexNS program to help manage teams remotely. These include:

- [Communication Tips for Remote Teams](#)
- [Create a Remote Team Working Agreement](#)
- [Additional questions you can ask yourself and your team](#)
- [Team Workload Tracker](#)
- [Status Report Template](#)
- [Great Outlook Meeting Template](#)

Staff at the Public Service Commission can also offer information and advice on working remotely and staying engaged with employees, including topics such as team communications, decision making, creating trust, and setting priorities. If you would like guidance or have questions, please email manageremote@novascotia.ca and provide a couple of sentences about your needs. You will be contacted directly within 24 hours by email or through Skype.

NOTE: The FlexNS team is not able to respond to questions specific to technology, OH&S, security, or HR requirements, but they can help point you in the right direction or find a contact.

Q20. **[UPDATED]** What are the technology requirements for working remotely?

The minimum requirements to connect to the government network in order to work from home are:

- Review the [Managers Technology Quick Reference Guide](#) and speak with your manager
- Ensure you have working internet
- Ensure you have a government issued computer (laptop or desktop). You will need the following hardware:
 - **Laptop:** charger
 - **Desktop:** desktop power cable, monitor, monitor power cable, monitor display cable, keyboard, mouse, and network cable, review this [checklist](#) to ensure you have everything you need.

If you wish to access your shared files and your government applications remotely on your government issued laptop, **you must do the following while in the office:**

- Ensure your computer is connected to the government network via a wired cable (not through Wi-Fi)
- Log into your computer with your current network ID and password
- Ensure Global Protect is installed and working on their computer ([click here](#))
- Verify all essential software is installed and working for you to perform your day-to-day duties. For example, Skype, Outlook (Email), Internet browser (test any websites/applications that you need to do your work), etc.
- If you don't have a government issued computer, you can use your personal device, but you will only have access to Outlook and O365.
- If you are using a government issued mobile phone (iPhone, Blackberry), ensure it can receive email.
- If you have a desk phone, consider forwarding to a government issued iPhone or Blackberry. [Click here](#) for instructions.

NOTE: The Service Desk does not provide onsite support while you are working outside of government offices. If you need technical support, you can submit service requests through the self-service portal or by calling the Service Desk at 902-424-7777.

Q21. **[UPDATED]** I don't have a laptop. Can I bring my desktop home?

Yes. Please refer to this [checklist](#) for the steps you need to take before you can bring your desktop home as desktops don't have the same Wi-Fi capability as laptops.

Q22. Is there a concern about attempts to take advantage of COVID-19 through phishing emails/scans?

Some jurisdictions are reporting that threat actors are taking advantage of the coronavirus/COVID-19 situation and are sending emails that appear to come from reputable organizations offering COVID-19 information (e.g., the World Health Organization). Phishing attempts can compromise the security of Nova Scotia government network accounts, and personal information that may be contained in those accounts. Please remain vigilant and be on alert for phishing emails and only click on links that come from trusted sources.

Q23. How do I protect myself against phishing attempts?

Review the phishing prevention materials at the [Service Nova Scotia and Internal Services SharePoint site](#). If you receive suspicious email messages, **do not click any links or download any attachments** – just forward the entire email to reportphishing@novascotia.ca and delete it from your inbox. If you click on a link in an email and you suspect that it was a phishing email, please contact the Service Desk immediately at 7777 or servicedesk@novascotia.ca. If you believe the privacy of citizens or employees has been compromised as result of this incident, please contact privacy@novascotia.ca.

Q24. I'm working from home and I don't have a government issued cell phone. How do I block my personal phone number from caller ID?

If you're using a landline and want to block caller ID, so you're calling from an "unknown number", you should key *67 before dialing the number. If you're using your personal cell phone, we suggest checking your model of phone for appropriate settings or checking with your provider for the appropriate code to key in before dialing.

Q25. [NEW] I'm working from home. What health and safety precautions should I follow?

When you're working at home, the same OHS processes and procedures that you follow at your typical workplace still apply. Employee and manager responsibilities can be found in your department's Occupational Health and Safety Management System (safety program).

Working from home can introduce different hazards than you may experience at your regular workplace. In a normal workspace, there are managers, building operators and health and safety committees. All these people work together to identify hazards and apply controls. When you're working at home, you'll need to be able to identify and control hazards yourself. Here are some things to consider:

- Do you have a designated workspace while at home?
- Is your workspace clutter free with no tripping hazards and items stored safely?
- Can you vacate the premises quickly and safely in the event of an emergency?
- Do you have a fire extinguisher and first aid supplies?
- Is there adequate lighting to prevent eye strain and poor ergonomics?
- Do you have a comfortable chair and desk to work from?
- Can you maintain good ergonomics while working from home?
- Are you staying connected with your manager and co-workers?
- Are you maintaining a good balance between home and work?
- Are you taking physical and mental breaks?

You should discuss any hazards you identify with your manager and take necessary steps to mitigate risks. For more information, please reach out to your department's OHS professionals or reach out to the Public Service Commission's OHS team at PSCSafety@novascotia.ca.

TRAVEL

Q26. What's the status of business travel in government?

All business travel to outside the province has been suspended until further notice. Only travel within the province that is related to core duties of a job should continue at present. Deputy ministers or their designates will decide which travel within the province is essential. Please speak to your manager about any planned business travel within the province. When cancelling travel or meetings, please check with organizers and travel companies to determine refund options. For additional advice on cancellations, contact transactionalservices@novascotia.ca.

Q27. [UPDATED] I had to cancel my vacation because of the coronavirus situation. Will I lose this my vacation time?

No, you will not lose vacation time due to coronavirus. If, due to coronavirus, you had to cancel vacation or have unused vacation time that you won't be able to take or carry over because your carry over and accumulated banks are full, please speak to your manager to ensure the time is documented so that you can take it later. Once managers have approved this time, they should refer it to their HR Business Partner.

Q28. I have personal travel planned. Should I go? If I must self-isolate after I return, will I be paid?

Whether you decide to take personal travel is your decision. You will not be penalized. If you travel anywhere outside Canada, including the United States, you are directed to self-isolate for 14 days upon returning to the country. Before you return to work, please check your government email and public health websites for the latest information as it is changing quickly. If you choose to cancel vacation plans, please speak with your manager or HR Business Partner to ensure you don't lose vacation time. You should be mindful when travelling to countries with active [travel health notices](#).

Q29. Do I have to tell my manager about my personal travel plans?

You are encouraged to let your manager know about upcoming travel plans for planning purposes, but you are not obligated to do so.

OPERATIONS / BUSINESS CONTINUITY

Q30. [NEW] How is government covering critical services when there will be people off sick or self isolating?

Government's priority throughout this unprecedented situation is the safety of our employees and the well being of the Nova Scotians we serve. Across government, we are working to ensure that we can continue to deliver critical services and maintain core operations. Critical services and operations are determined at the department level and the corporate level through the Business Continuity planning process.

Employees who provide critical services are generally required to be in their workplace to carry out their core duties. Speak with your manager about your specific work arrangements. Some teams are putting alternative work arrangements in place to deliver more services online or over the phone, or to use a rotating staff schedule to ensure continuous coverage for example. Departments may also build capacity where needed by reassigning staff, hiring back retired employees, using staffing agencies, hiring extra staff, or putting gaps forward to the corporate Business Continuity team for solutions.

Q31. [UPDATED] Can a manager reassign staff to maintain critical business functions or increase capacity?

Yes, managers have the ability to reassign staff within the civil service, even to a job with a different classification. An employee's pay will not be reduced as a result of a reassignment to a lower classification, and if reassigned to a higher classification, they will receive acting pay. If a bargaining unit employee is being reassigned, the manager should reach out to the HR Business Partner, who will ensure all appropriate steps are taken and the union is aware. The union is cooperating on these types of reassignments given that it is an extraordinary time.

WORKPLACE SAFETY (OHS)

Q32. Why can some people work from home, but I have to come to work where there may be more risk?

The reason we are sending people home to work is to employ the concept of 'distancing'. We want to thin out our workspaces. This concept of social distancing (e.g., fewer people in the workplace, in food courts, on transit etc.), will help prevent the potential spread of the coronavirus. Some jobs require employees be physically in the workplace to perform their core duties and to maintain essential public services.

Even with some employees working from home, it is safer for all because it supports social distancing. If you are not able to work from home all the time, speak to your manager about other possibilities, like performing some duties at home, or adjusting your hours to avoid busiest times on transit, for example.

Q33. My job involves dealing with the public. What should I do if someone appears ill or is showing cold or flu-like symptoms?

When interacting with the public, you should follow public health advice and practice social distancing, keeping 2 metres (6.5 feet) away from people. If you have interacted with someone who appears ill, you should speak with your supervisor or manager immediately. Depending on the details of the situation, you may be sent home, or advised to call 811 if you start to feel unwell. Supervisors/managers will contact cleaning services to clean high touch areas and equipment. Many offices are posting signs on the door and entry ways to restrict visitors who have symptoms or have travelled outside of Canada in the past 14 days. You can find [printable versions of these posters](#) on TheHUB.

Q34. An employee attended a public event where another attendee was later confirmed to have COVID-19. Should the employee be required to self-isolate, and do others in the same work location need to take any precautions?

Public health officials will be involved with COVID-19 positive case management and contact tracing. Currently, there are no broad health recommendations for all participants to self-isolate based on attending an event. Each situation will require assessment and review on an ongoing basis as public health continues their contact tracing. Keep an active list of the attendees and contact numbers in case the workplace is contacted by public health. If the event is in another jurisdiction, more information may be available through that public health authority.

The employee and other employees should self-monitor for symptoms, and if they develop flu like symptoms to then immediately self-isolate and contact 811 to determine if they require testing. As usual, hand washing, not touching faces, cleaning of commonly touched surfaces, cough/sneeze etiquette, and staying home if one is sick should be promoted at every opportunity.

Q35. Am I at risk of coronavirus if I handle mail or cash or accept packages?

There is no evidence to suggest that handing mail is a significant risk factor for being exposed to respiratory viruses including the novel coronavirus that causes COVID-19. However, washing your hands after handling objects such as mail or money, and avoiding touching your face, especially with unwashed hands, will help reduce any possible risk.

Q36. Someone in my workplace has or may have COVID-19. Should employees be told? Should we all be sent home?

Your health and safety is our top priority. We must let employees know about hazards in the workplace under the *Occupational Health and Safety Act (OHS)*. We must also protect the privacy of individual employees. If employees are exposed (e.g., at an event or meeting, or in the office) to a suspected COVID-19 case, we will let them know. Managers may consult with others, including their JOHS or Business Continuity Planning representatives, senior officials in the department and/or public health to determine appropriate action. Actions will be determined on a case-by-case basis. We will not disclose details regarding personal health information.

Q37. An office in my building has closed. Should our offices be closed too?

Managers will determine closures such as this on a case-by-case basis and communicate with staff appropriately.

Q38. I don't feel safe in my workplace because I have a compromised immune system. What can I do?

You should speak to your manager about working from home if you are able to. If that is not possible, you can discuss other options with your manager, including taking Short Term Illness (see Q7).

Q39. I notice someone in my workplace isn't following public health advice (e.g., not washing hands, not using proper etiquette when sneezing). What can I do?

If you have a positive relationship with your co-worker, you may want to talk to them and express your concern about it. Or you might prefer to speak with your supervisor/manager about it. They may be able to resolve the issue with a discussion and some reminders to your co-worker and/or all the team. You should also report the incident in the Environment, Health and Safety Management (EHSM) System, either online or on paper, whichever system you have in your department.

Q40. Will government provide face masks, gloves, and disinfectant spray/wipes to offices?

Health Canada does not recommend that people without COVID-19 symptoms wear masks. There is a potential risk of infection with improper mask use and disposal. The same potential risk exists with using gloves. Washing your hands frequently for 20 seconds with soap and water is an effective prevention strategy. If soap and water is not readily available, alcohol-based hand sanitizer is recommended. High touch surfaces should also be cleaned frequently. Managers should ensure high touch areas (doorknobs, light switches, phones, keyboards, toilets, etc.) are being thoroughly and regularly cleaned. Having recommended hand sanitizer, wipes and cleaners available to staff would aid in ensuring proper hygiene. Use as directed on packaging.

Q41. I don't feel my workplace is safe. Can I refuse work?

If you have reason to believe your workplace is not safe, you have a right to refuse work. There is a process. You must report your refusal to your manager/supervisor, and document it in the Environment, Health and Safety Management (EHSM) System, either online or on paper, whichever system you have in your department. Your manager/supervisor may re-assign you to other work while investigating the work refusal and will determine the appropriate next steps.

Q42. What if a co-worker or employee comes to work wearing a face mask? Should they be sent home?

Health Canada does not recommend that people without COVID-19 symptoms wear masks. Some employees may choose to wear a mask as a personal preference. This is not a mandated requirement, but it is a personal choice we support. However, if the person is wearing the mask because they are feeling unwell, they should go home immediately and follow public health advice, including completing the online assessment tool or contacting 811 to determine if they need testing.

Q43. [NEW] What do I do if my staff experience or witness racist or discriminatory behaviour against a person of Asian descent?

This is unfortunate, unacceptable and can be very upsetting. If you experience this in the workplace, you should speak to your manager or you may also want to talk to someone through the Employee and Family Assistance Program (EFAP) or the Office of Workplace Mental Health (see Q44).

It is possible you may experience this while in public. We've all been a bystander at one time or another. It can be uncomfortable. Often people don't respond because they don't want to be a target of abuse themselves. Standing up to racism can be a powerful sign of support. It can also make the perpetrator think twice about their actions. When responding, always assess the situation and never put yourself at risk. Your actions don't need to involve confrontation.

Here's some advice on how you might address racist behaviour in public:

- Say something if it feels safe. It could be as simple as saying *"Why don't you just leave him/her/them alone?"*
- If it doesn't feel safe to say something, you could...
 - Think about how you can support the target of the abuse. Go and sit or stand next to them and check if they're OK.
 - Tell someone responsible such as the driver or staff if it's happening on a bus or ferry, or in a store.
 - Call 911 if you think that you or somebody else may be in danger.
- If you see racist material online, you could...
 - Report it. Most social media platforms (e.g. Facebook, Twitter and YouTube) can deal with offensive content.
 - Say something.
- If you see racism directed towards a classmate, colleague or team-mate, you could...
 - Say something.
 - Suggest they talk to someone. Most schools, workplaces and sports clubs will have a policy for dealing with bullying and harassment, including racism.

Q44. [UPDATED] I'm feeling anxious about COVID-19. What should I do?

If you're feeling anxious about the coronavirus, you're not alone. In addition, a change in how we go about our home and work lives and juggling it all during this time of stress and uncertainty can be difficult. We all have different ways of getting through it. Ensuring your safety, health and well-being during this change is as important as always. Building in self-care and taking time to reset in the rush of our workdays is supported. Our physical and mental health depends on it.

If you find yourself feeling overwhelmed or have concerns about the way you are working, talk to someone. This may be your manager, or if you need to, you can talk to a professionally trained counsellor through our Employee and Family Assistance Program (EFAP).

Supports could include:

- individual support for managing stress and anxiety (discussing your concerns with a professional and getting relaxation or coping strategies);

- how to support and have conversations with your family, including young children who may be upset by the influx of news regarding COVID-19; or
- speaking with a financial consultant regarding planning for an emergency fund or concerns about your retirement plan.

Keep in mind that EFAP support is also available to any member of your family who resides in your household on a continuous basis. Currently, support is available through telephone, First Chat, video counselling, and e-counselling. The EFAP brochure and other supportive articles are available on TheHUB.

There are also webinars you may find helpful at this time:

<https://workplacelearning.morneaushepell.com/en/covid-19-training>

For more information on EFAP, log onto www.workhealthlife.com and type in Province of Nova Scotia or call 1-800-777-5888. EFAP is available 24/7 and is completely confidential.

The Office of Workplace Mental Health is also available to you during this time by contacting 902-424-2273 (1-833-389-2267 toll free) or OWMH@novascotia.ca.

EMPLOYEE CONFIDENTIALITY

Q45. [NEW] How do we maintain confidentiality/privacy for employees who may be suspected of having COVID-19?

Departments will need to balance the employer's obligations under the OHS Act (ensuring the health and safety of employees and employees right to know about hazards in the workplace) with their obligation to protect employee's privacy. Departments that need to track employee absence for COVID-19 related reasons should ensure that the privacy rights of employees are protected and access to any such data is restricted.

The World Health Organization advice regarding meetings/events is this: If someone at the meeting was isolated as a suspected COVID-19 case, let all participants know. They should be advised to monitor themselves for symptoms for 14-days and take their temperature twice a day. If they develop even a mild cough or low-grade fever they should stay home and self-isolate and complete the online assessment to determine if they should contact 811 regarding testing for COVID-19.

Q46. [NEW] Should an employee disclose to their manager if they tested positive for COVID-19?

Currently, under the authority of the *Health Protection Act*, the Chief Medical Office of Health has not altered the norm that employees are under no obligation to advise their employer of medical conditions and the employer is not to ask about diagnosis. At present, we do not have a right to ask an employee to identify their medical issue.

Q47. [NEW] What should we do if an employee voluntarily provides the diagnosis (e.g. positive or negative COVID-19 test) to the employer?

If an employee provides this information, please contact your HR Business Partner (see list at end of FAQ). It does **not** mean the information should be shared with other managers and employees. It does mean that sufficient information should be shared to mitigate risks without violating the individual's privacy. This means advising staff if there was potential contact and what measures have been implemented as a result.

Q48. [NEW] We are tracking information for operational reasons regarding who is self-isolating, who has daycare issues and who is working from home. Is this okay?

If departments are tracking this information, it should only be used by or shared with individuals who need it for decision making purposes. For example, a manager could track information for their direct reports, a director could have access to this type of information for the sections they are responsible for, and senior management (executive directors and above) would likely need organizational information for business continuity purposes. Managers or directors should not have the detail beyond their area of responsibility.

Q49. If we are asked to provide employee or client information due to COVID-19, what do we do?

Public employees have a responsibility to balance individual and employee privacy with public health and safety considerations. The *Health Protection Act* allows public health officials, on behalf of the Chief Medical Officer of Health, to request and collect personal information and personal health information during public health emergencies. If you are asked for information from a public health official in response to COVID-19, the Act requires you to make every effort to comply with their request.

EMPLOYEE INFORMATION AND SUPPORT

Government coronavirus (COVID-19) website – for public health information, advice and more:
<https://novascotia.ca/CoronaVirus/>

The HUB – for government employee and HR-related updates
<https://novascotia.sharepoint.com/sites/thehub>

Employee and Family Assistance Program (EFAP):
1-800-777-5888
www.workhealthlife.com (type in Province of Nova Scotia)

Office of Workplace Mental Health
902-424-2273
Toll free: 1-833-389-2267
OWMH@novascotia.ca

Government email – remote access:<https://outlook.office.com>

(Use your network ID and password)

HR BUSINESS PARTNERS – DEPARTMENTAL CONTACTS

Department	HR Business Partner	Phone
Agriculture	Kenneth.MacKenzie@novascotia.ca	902-890-8911
Business	Kenneth.MacKenzie@novascotia.ca	902-890-8911
Communications Nova Scotia	Karen.Chambers@novascotia.ca	902-222-7794
Communities Culture and Heritage	Jennifer.Lewis@novascotia.ca	902-476-1815
Community Services – Central Region	Kim.Scott@novascotia.ca	902-430-8732
Community Services - Finance & Admin. (DCS); Employment Supports Income Assistance; Disability Support Program; Status of Women; Child; Youth & Family Supports; Service Delivery; Strategic Services; Office of the Minister & Deputy Minister	Heather.Glascock@novascotia.ca	902-240-3326
Community Services - Northeastern Region; Policy & Innovation	Pauline.O'Donnell@novascotia.ca	902-483-6029
Community Services – Residential Facilities, Western Region (includes Truro and Amherst)	Karen.Firth@novascotia.ca	902-478-4544
Education and Early Childhood Development	LaRose.Doucette@novascotia.ca	902-497-4921
Elections Nova Scotia	Karen.Chambers@novascotia.ca	902-222-7794
Energy and Mines	LaRose.Doucette@novascotia.ca	902-497-4921
Environment	Kim.Barteaux@novascotia.ca	902-478-0903
Executive Council	Heather.DeCoste@novascotia.ca	902-499-2464
Finance and Treasury Board	Karen.Chambers@novascotia.ca	902-222-7794
Fisheries and Aquaculture	Kenneth.MacKenzie@novascotia.ca	902-890-8911
FOIPOP Review Office	Karen.Chambers@novascotia.ca	902-222-7794
Health and Wellness	Lindsey.Liezert@novascotia.ca	902-717-3181
Human Rights Commission	Heather.DeCoste@novascotia.ca	902-499-2464
Immigration Office	Dawnise.Kelly@novascotia.ca	902-225-9330
Intergovernmental Affairs	Dawnise.Kelly@novascotia.ca	902-225-9330
Justice – Correctional Services: Adult Correctional Centres	Carolyn.OMalley@novascotia.ca	902-497-8790
Justice – Correctional Services: Head Office, Community Corrections; Nova Scotia Youth Centre	Rebecca.LeLievre@novascotia.ca	902-717-8383

Justice – Court Services and Justice Centres as they pertain to Administration; Court Services - Head Office; Dartmouth and Halifax Provincial Courts; Halifax Law Courts; Supreme Court - Family Division	Corey.Marsman@novascotia.ca	902-237-4592
Justice - Court Services and Justice Centres as they pertain to Sheriff Services; Public Safety & Security	Katherine.Leights@novascotia.ca	902-219-3797
Justice – Office of the Minister & Deputy Minister	Brenda.Arnold@novascotia.ca	902-478-9803
Justice - Serious Incident Response Team; Legal Services; Accessibility Directorate; Crime Prevention Strategy; Restorative Justice	Bernadette.Estabrooks@novascotia.ca	902-478-1269
Justice - Victim Services; Maintenance Enforcement Program; Policy & Information Management	Anne.Langlois@novascotia.ca	902-219-0585
Labour and Advanced Education	Michelle.L.Maclean@novascotia.ca	902-223-1128
Lands and Forestry - Minister, Deputy Minister's Office; Land Services; Policy, Planning & Support Services; Renewable Resources; Regional Services - Central, Eastern and Western Seasonal Staff	Elizabeth.Gibbons@novascotia.ca	902-266-9194
Lands and Forestry - Regional Services - Central, Eastern and Western Regions Permanent Staff	Michelle.Racine@novascotia.ca	902-717-2237
Legislative Services	Heather.DeCoste@novascotia.ca	902-499-2464
Municipal Affairs	Heather.Glascock@novascotia.ca	902-240-3326
Nova Scotia Advisory Council on the Status of Women	Heather.Glascock@novascotia.ca	902-240-3326
Nova Scotia Judiciary	Anne.Langlois@novascotia.ca	902-219-0585
NS Medical Examiner Service	Bernadette.Estabrooks@novascotia.ca	902-478-1269
Office of Aboriginal Affairs	Jennifer.Lewis@novascotia.ca	902-476-1815
Office of Auditor General	Heather.DeCoste@novascotia.ca	902-499-2464
Office of Regulatory Affairs and Service Effectiveness	Dawnise.Kelly@novascotia.ca	902-225-9330
Office of Strategy Management	Kenneth.MacKenzie@novascotia.ca	902-890-8911
Office of the Ombudsman	Heather.DeCoste@novascotia.ca	902-499-2464
Office of the Police Complaints Commission	Bernadette.Estabrooks@novascotia.ca	902-478-1269
Office of the Premier	Heather.DeCoste@novascotia.ca	902-499-2464

Office of the Public Trustee	Bernadette.Estabrooks@novascotia.ca	902-478-1269
Office of the Speaker	Heather.DeCoste@novascotia.ca	902-499-2464
Public Prosecution Service	brenda.arnold@novascotia.ca	902-478-9803
Public Service Commission	Dawnise.Kelly@novascotia.ca	902-225-9330
Securities Commission Nova Scotia	Karen.Chambers@novascotia.ca	902-222-7794
Seniors	Michelle.L.MacLean@novascotia.ca	902-223-1128
Service Nova Scotia & Internal Services - (NSDS): Health Partnerships & Service Excellence; Chief Technology Office (CTO)	Tracy.MacInnis@novascotia.ca	902-229-6707
Service Nova Scotia & Internal Services – Government Services; Finance Service Delivery; Procurement; Internal Audit; Info Access & Privacy; Innovation	Navoda.Samarasekera@novascotia.ca	902-266-8410
Service Nova Scotia & Internal Services - (NSDS): Strategy, Policy & Gov; Platforms; Service Design & Delivery; Cyber Security & Risk Management	Suzanne.Locke@novascotia.ca	902-717-4257
Service Nova Scotia & Internal Services –Customer Contact & Collection Services; Office of Associate Deputy Minister; Registries; Business & Consumer Services: Alcohol, Gaming, Fuel & Tobacco	Heather.Shannahan@novascotia.ca	902-717-1466
Service Nova Scotia & Internal Services – In-Person Service Delivery; Strategy & Corporate Services	MaryEllen.Williams@novascotia.ca	902-430-8728
Transportation and Infrastructure Renewal – Central; Motor Vehicle Compliance	Wendy.Matheson@novascotia.ca	902-225-8477
Transportation and Infrastructure Renewal - Eastern	Erin.Reinhart@novascotia.ca	902-430-9070
Transportation and Infrastructure Renewal – Head Office; Public Works; Motor Carrier Division	Cari.Burns2@novascotia.ca	902-717-8696
Transportation and Infrastructure Renewal – Marine Services; Miller Lake	Crystal.Young@novascotia.ca	902-240-4229
Transportation and Infrastructure Renewal - Northern	Cora.Hadley-Harb@novascotia.ca	902-240-5938
Transportation and Infrastructure Renewal - Western	Patrick.Bonner@novascotia.ca	902-717-6713

Utility and Review Board Nova Scotia	Melissa.Bowes-McLeod@novascotia.ca	902-497-3772
Workers' Compensation Appeals Tribunal	Brenda.Arnold@novascotia.ca	902-478-9803

CORONAVIRUS (COVID-19)

Health & Safety Considerations for Return to Work

At this stage of the COVID-19 pandemic many of us are thinking about how to navigate the 'new normal' when we reach the recovery phase of the COVID-19 pandemic. Adapting new ways of working to ensure the health and safety of employees will require asking the right questions about the work we do and where we do that work.

Assumptions

- There are no Public Health orders that would keep employees from resuming work.
- It has been determined that the service provided cannot not be delivered with employees working from home.
- Employees can access transportation to the workplace.
- Enough employees are available to conduct work safely.

Creating a plan to return to the workplace

A plan to reduce the risk of exposure to COVID-19 will need to address how:

- the workplace is physically organized and arranged to maintain two-metre distancing between people
- specific activities will be carried out maintaining physical distancing and proper hygiene
- the workspace will be cleaned regularly
- changes and precautions will be communicated to everyone at the workplace, including clients and visitors

Understanding COVID-19 transmission and Public Health directives

In order to assess the risk associated with COVID-19 it's important to understand how the virus is spread and current Public Health directives.

COVID-19 transmission

The COVID-19 virus is spread by contact with an infected person or with a contaminated surface or object. The time between exposure to COVID-19 and the moment when symptoms start is commonly around five to six days but can range from 1 – 14 days.

Vulnerable populations

Most people (about 80%) recover from the disease without needing hospital treatment. While COVID-19 can make anyone sick, some people are more at risk of getting an infection.

Anyone who is:

- an older adult
- at risk due to underlying medical conditions (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer)
- at risk due to a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

Vulnerable populations

Anyone who has:

- difficulty reading, speaking, understanding or communicating
- difficulty accessing medical care or health advice
- difficulty doing preventive activities, like frequent hand washing and covering coughs and sneezes
- ongoing specialized medical care or needs specific medical supplies
- ongoing supervision needs or support for maintaining independence
- difficulty accessing transportation
- economic barriers
- unstable employment or inflexible working conditions
- social or geographic isolation, like in remote and isolated communities
- insecure, inadequate, or nonexistent housing conditions

Survival of coronaviruses on surfaces

Preliminary information on COVID-19 suggests that the virus may persist on surfaces for a few hours or up to several days depending on different conditions, such as the temperature, type of surface and/or humidity of the environment. Surfaces frequently touched with hands are most likely to be contaminated, including:

- tables
- handrails
- doorknobs
- electronics
- countertops
- light switches
- faucet handles
- cabinet handles
- elevator buttons

Mail shipped within or from outside of Canada could also be contaminated. However, because mail generally takes days or weeks to be delivered, and are shipped at room temperature, the risk of spread is low.

Current Public Health directives (as of May 12, 2020)

- Maintain a physical distance of two-metres (6-feet) from other people
- Practice good hand hygiene
- Practice cough/sneeze etiquette
- Clean high touch surfaces at least twice a day
- Anyone who has travelled outside of Nova Scotia must self-isolate for 14 days from the day they return to the province
- If physical distancing can't be maintained because of the size of the workspace, limit the number of customers or clients to no more than 5 people at a time. ([there are some exemptions to the 5-person rule](#))
- Employees should not eat while working
- Employees may opt to wear [a non-medical mask or face covering](#) to reduce the risk of infecting other people.

Other applicable Public Health directives:

For the latest information regarding COVID-19:

Nova Scotia Public Health <https://novascotia.ca/coronavirus/>

Health Canada <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Conduct a hazard assessment

The health and safety of employees and clients is the top priority when considering a return to the workplace. A hazard assessment will look at every aspect of the work and the workspace, allowing for you to identify and anticipate areas of concern regarding the possible transmission of COVID-19 and to implement control methods to mitigate risk. [For additional information, see [Hazard Assessment Guidelines MyHR](#)]

Considerations for possible exposure

Following list of potential areas of exposure is intended to offer basic guidance and is not an exhaustive list. If you are not able to answer 'yes' to the item, you may want to consider implementing controls. Your hazard assessment should be specific to the work you do and to your workplace.

Senior leaders, managers/supervisors, employees, Joint Occupational Health and Safety Committees, building managers and OHS professionals must work together to assess risks and implement appropriate controls. Safety procedures will need to be regularly assessed and adjusted as necessary.



- Are people able to maintain two-metre physical distance at the workplace?
- Are people able to easily access soap & water, hand sanitizer, and/or personal workspace cleaners? (where possible, use scent-reduced options)
- Do employees have access to mental health supports to reduce stress and anxiety?
- Can the number of face-to-face interactions be limited (e.g., video conferencing, email, phone calls)?
- Can the number of visitors in a workplace be limited (e.g. having clients arrive no more than five-minutes before an appointment, having clients wait outside of workplace until called)?



Workspace

- Are employee workstations at least two-metres apart? (Retailers are advised to allow for 5 square metres/53.8 square feet of unencumbered floor space per person)
- Are employees able to be situated so they aren't facing each other?
- Are there panels or shields between employees and between employees and clientele?
- Can unnecessary items be removed to increase unencumbered floor space?
- Do collaboration areas comply with physical distancing and maximum gathering requirements?
- Is access to the workplace controlled (e.g., locked entry, access by appointment only)?
- Are reception areas free of items, such as magazines and pens?
- Does the building manager have a plan for enhanced cleaning and physical distancing in shared spaces, such as elevators and washrooms?
- Do employees have access to cleaners/disinfectants for cleaning shared equipment? (where possible, use scent-reduced options)
- Where there may be line-ups, are there two-metre markers installed?
- Have one-way traffic patterns be marked?
- Where security and safety are not a concern, can doors be left open to reduce high touch areas?



Tasks & Activities

- Do employees have to come within close proximity with one another or with members of the public during the course of their work?
- Do employees have to exchange materials, such as paperwork or mail, with each other the public?
- Do employees come in contact with shared equipment during the course of their work, such as whiteboard markers, lunchroom appliances, photocopiers, etc.?
- Is there procedure for contactless drop-off and pick-up?
- Can clients at a greater risk of infection (see, **vulnerable populations**) or those at a greater risk of spreading the disease (e.g., younger children) be accommodated with modified service delivery (e.g., seniors' hours)



Transportation

- Are employees able to two-metre distance between one another or clients?

- Is there a procedure for cleaning and disinfecting of vehicle between shifts?
- Can employees use the same vehicle for every shift?
- Are employees able to keep the windows open?
- Can barriers be installed between driver and passenger(s)?
- Do employees have access to hand sanitizer and cleaners?



Communication

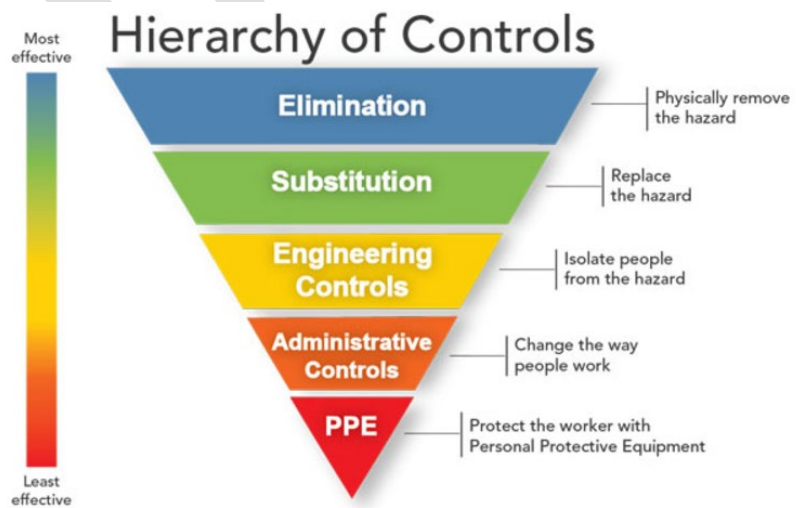
- Has signage been installed to inform employees and clientele of procedures, capacity and to encourage hygiene?
- Have employees been informed of the health and safety controls implemented in the workplace to mitigate the risk of COVID-19 transmission?
- Do managers have a plan on how to share information with employees on the return process, safety procedures and expectations?
- Is there a plan for managers to communicate regularly with employees about how controls are working and to hear concerns and share ideas?
- Are employees aware of mental health supports [EFAP](#) and the [Office of Workplace Mental Health](#)?

COVID-19 risk mitigation strategies

When considering how to reduce the risk of exposure to COVID-19, utilize the occupational health and safety principle of the hierarchy of controls. The controls are listed in order of effectiveness and are best used in combination.

When possible eliminate potential exposure to COVID-19:

- Suspend non-essential work/tasks.
- Change the way the work/task is done to eliminate the exposure (e.g. by phone, online).



If the work must be done and the two-metre (6-foot distance) cannot be maintained consider engineering or administrative controls.

Engineering controls

Engineering controls provide a barrier between the worker and the hazard

- physical barriers to isolate, such as installing Plexiglas
- distance workstations
- human traffic patterns (limiting areas where people gather or frequent)

- automation to reduce contact with surfaces (like automated hand-washing dispensers, automated hand drying, automatic doors, etc.)
- ventilation
 - make sure ventilation systems are working properly
 - increase the percentage of fresh clean air that circulates into the system
 - change filters in ventilation systems more frequently

Administrative controls

Administrative controls may be used in combination to protect and reduce workplace exposures.

- revising work schedules to reduce the number of employees in the workspace
- reducing close contact with customers or co-workers with calls and e-mails
- creating a buffer zone of at least 2 metres between employees and clients and keeping meetings as short as possible
- providing hand washing facilities and alcohol-based hand sanitizers when regular facilities are not available
- regularly cleaning objects that are touched frequently with disinfectants or soap and water
- providing boxes of tissues and ensuring safe and sanitary disposal of used tissues
- removing magazines and papers from common rooms

Personal protective equipment (PPE)

Personal protective equipment is the last line of defense. Implementing higher level elimination, engineering and administrative protective measures will reduce situations where employees may be in close contact with potentially infected people. If the hazard assessment shows PPE is a reasonable control method, ensure employees are trained to use and maintain it properly.

Hazard assessment support

Use Appendix 1 Hazard Assessment & Control Form to assess potential areas of exposure and document controls, If your department has internal OHS supports, please reach out to them for guidance on conducting a hazard assessment

The Public Service Commission provides client departments with support in OHS. Contact your consultant at <https://nsgov.sharepoint.com/sites/MYHR/Pages/Contact-US-Employees.aspx> or email pscsafety@novascotia.ca



Health & Safety Information for Returning Employees

Before Returning

- Self-screen using the [Public Health self-assessment tool](#) and if you are ill or experiencing COVID-like or cold/flu symptoms, you **should not** return to work and should contact 811.
- Follow Public Health advice related to self-monitoring and self-isolation.
- Identify any equipment or supplies you need to return to the office, including computers, monitors, other accessories that you may have brought home to work remotely. Confirm with your manager once government-owned equipment has been returned and cleaned/disinfected.
- Keep in regular contact with your manager to advise of any concerns you may have and document in the [Environment, Health and Safety Management \(EHSM\) System](#).

When You Return

- Wash your hands frequently for at least 20 seconds, and clean/disinfect frequently used surfaces.
- Maintain a distance of at least two metres and minimize prolonged contact with coworkers and clients.
- Wear a non-medical mask (if you choose) to offer additional protection to those around you, remember that masks **do not** replace the need for physical distancing measures and hand washing.
- Use telephone and video conferencing for meetings as much as possible. Do not organize or attend any in-person meeting involving more than 5 attendees.
- Limit unnecessary visits to other offices, common spaces or public areas, if necessary maintain physical distance of two-metres.
- Follow all safe work procedures and signage.

APPENDIX 1 Hazard Assessment & Corrective Action Form

Function / task: _____

Completed by: _____

Date: _____

		Severity				
		Minor-1	Moderate-2	Serious-3	Major-4	Fatal-5
Likelihood	Rare-1	1	2	3	4	5
	Unlikely-2	2	4	6	8	10
	Possible-3	3	6	9	12	15
	Likely-4	4	8	12	16	20
	Almost Certain-5	5	10	15	20	25

Areas of Possible Exposure Identified	Existing Controls in place to lower risk rating	Risk with Existing Controls			Recommended Follow-up Controls	Potential Risk with New Controls		
		Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating

Plan of Action from Recommendations	Follow up	
	Responsibility	Due date

APPENDIX 1 Hazard Assessment & Corrective Action Form

Severity Scale

Consequence	Anticipated ability to recover	Medical care required	Anticipated return to normal duties	Examples
Fatal	Irreversible	No chance for survival	Never	Beyond treatment, irreversible or catastrophic damage to asset or environment
Major	Normally irreversible	Professional medical attention; little or no chance for survival	Normally not able to return to pre-injury work	Third degree burns, blindness, loss of limbs; paralysis, severe depression, post-traumatic stress disorder; extensive damage to asset or equipment
Serious	Normally reversible	Professional medical attention	Possible to return to pre-injury work after significant recovery	Bone fractures, deep cuts, first- and second-degree burns, excessive anxiety or depression, easily enraged, substance abuse; serious damage to asset or environment
Moderate	Normally reversible	Professional medical attention	1-5 days	Flesh wounds, sprain/strain, anxiety, anger, fatigue, decreased performance, absenteeism; moderate damage to asset or equipment
Minor	Normally reversible	First aid	Less than 1 day	Minor scrapes, bruises, muscle tension, headaches, procrastination; minor damage to asset or environment

Likelihood Scale

Likelihood	Description
Rare	Never heard of in the industry
Unlikely	Heard of in the industry
Possible	Has happened in the department, or more than once per year in the industry
Likely	Has happened at the location, or more once per year in the department
Almost Certain	Has happened more than once per year that the location

The likelihood of that consequence occurring is estimated in order to determine the level of risk of a hazard or hazardous situation.

When prioritizing your hazards, focus on those with the highest risk values first.

For example, if you have two hazards that are both considered moderate risks, one with a risk value of 7 and one with a risk value of 11, the one with the higher number value should be considered a higher priority.

Non-medical Masks in the workplace

Wearing a non-medical mask is an effective tool, in combination with other personal preventative measures, to minimize the spread of COVID-19.

Effective July 31, 2020, non-medical masks are mandatory in *most* indoor public places. The wearing of non-medical masks in most indoor places is a key part of protecting Nova Scotians and allowing for businesses and institutions to stay open. More information on wearing a non-medical mask can be found [here](#).

Masks will be provided to employees and in some cases public

Each department will be required to provide non-medical masks to employees.

While wearing a mask can supplement physical distancing it does not replace the need for physical distancing. Direction on when a non-medical mask is required in the workplace depends on if the workplace is offering in-person services directly to the public. Information on mask wearing needs to be clearly communicated to all affected employees.

Provincial government workplaces offering services to the public

In workplaces that offer services directly to the public, non-medical masks are required to be worn by provincial government employees and members of the public. Barriers and face shields do not replace masks. Barriers can help with physical distancing, the virus that causes COVID-19 can be spread around barriers. Face shields do not offer the same level of protection as non-medical masks. Face shields do not protect other people if the wearer coughs or sneezes, as droplets may escape around the sides of the face shield.

If there is a medical reason why an employee is not able to wear a mask, they should discuss the matter with their supervisor. The supervisor may seek support from their HRBP regarding options.

Non-medical masks must also be made available to the public who do not have a mask.

Members of the public who are not wearing a mask should be offered one. If a member of the public refuses to wear a mask (for a medical or non-medical reason) they should still be served. Refusing service to a member of the public for not wearing a mask could become a human rights issue. There is no formal process for medical certificates that exempt people from having to wear a mask. No proof of medical certificate should be requested if a person is not wearing a mask for medical reasons.

Physical distancing should be maintained when serving all members of the public. However, if physical distancing is negatively impacting communication, when a government employee is serving a member of the public and both are wearing masks, they can be closer than six feet apart.

Provincial government workplaces not offering services to the public

In office buildings, non-medical masks are required in common areas such as the lobby, elevators, bathrooms and hallways where the public has free access.

Many provincial government workplaces do not offer services to the public or are separated by a closed entry from areas that are offering services to the public. In these workspaces, provincial departments may set their own policies for mask use and the wearing of masks is not required as part of the Health Protection Order. These policies must align with the workplace's hazard assessments and Workplace COVID-19 Prevention Plan.

Mask wearing policies

Mask wearing policies may vary depending on the unique needs of the department and the workspace. For example, some workplaces may require masks in common areas (lunchrooms and hallways) if it is hard to maintain physical distancing with co-workers. All workplaces must comply with Occupational Health and Safety and Public Health requirements.

Provincial government employees required to travel to other indoor public spaces as part of their job

Many government employees are required to work outside of the workplace and travel to other indoor public spaces. This could include inspectors, social workers, etc. Government employees are required to wear masks in indoor public places where masks are mandatory as per the Health Protection Order (retail businesses, conferences and receptions, funeral homes, restaurants and bars, etc.) and while travelling on vehicles providing transportation to the public (for example, buses and ferries). If a government employee is working in a private workspace they should follow the mask wearing policies set by that workplace.

NUPGE - Probation Officers – November 4th, 2020

1. **Component name:** PEIUPSE
2. **Number of probation officers in your Component:** 11
3. **Political climate, government legislation and policies**

The PEI Government, as of Monday, has become a “majority” government led by the Conservatives with the Green Party and the Liberals holding seats in the legislature. The Conservatives have a one seat advantage in the number of seats. A Liberal MLA resigned recently and a by-election occurred last night to determine the new MLA for the district. The Speaker though, is currently a Conservative. The Government has been quite functional due to the efforts of the Premier to ensure some level of collaboration Relations between the government and PEI UPSE have been functional and courteous in most cases. The Premier said this will continue.

"It would be foolhardy for any of us to change." Byelections are about the issues in the district, said King, and he doesn't see the victory as a vindication for his government. He said the victory belongs to Bell, who ran a strong campaign. If there was an endorsement of the government (in the by-election), he added, the credit goes to all the parties that have been working collaboratively within it. He said he hopes the opposition parties will continue to work in the same spirit they have been. Speaking about the results Monday night, Green Party Leader Peter Bevan-Baker said there have been instances when the government backed down on legislation because it had to, given its minority situation. In particular, he mentioned the Emergency Measures Act. Premier King said he was fine with how the debate over that legislation worked out. "I view that as a good, effective legislature. And I view that through the lens of the Islander who believes that that's the way we should be operating," he said. The government does not have any agenda that it has been waiting to push through in the event it gained a majority, he said. The Progressive Conservatives will continue to consult with opposition parties about bills in advance of them being introduced to the legislature, he promised."

Generally speaking, it is expected that members of the Green and Liberal caucuses will continue to be appropriately consulted on major issues and legislation. President Jackson was appointed to the Premier's Council which has a mandate to address the economic future of PEI post-COVID-19. The Premier's Council has been meeting since May. Additionally, PEI UPSE submitted a position paper on many of the key issues related to post-COVID-19 economic restructuring

4. **Updates: major campaigns, materials, initiatives**

None

5. Updates on COVID-19 protocols

As of late March of this year, many provincial government employees began to work from home. Special leave was provided for those without access to childcare and for staff who are required to self-isolate. Other measures included cancelling public consultations and non-essential travel. The new working arrangements has resulted in significantly less use of automobiles and reduced use of government office space and demands for parking.

PEI UPSE has slowly increased access to the union office. Nonetheless, there are still restrictions for visitors and contract tracing protocols in place

6. Return to work

Upon the relaxation of COVID measures a number of government employees (approx. 30 per cent) have continued to work at their residence.

7. Collective bargaining and grievance updates

Contract expires in March of 2022

8. Any other major activities to report?

None



NATIONAL UNION OF PUBLIC AND GENERAL EMPLOYEES

- B. C. Government and Service Employees' Union (BCGEU)
- Health Sciences Association of British Columbia (HSABC)
- Health Sciences Association of Alberta (HSAA)
- Saskatchewan Government and General Employees' Union (SGEU)
- Manitoba Government and General Employees' Union (MGEU)
- Ontario Public Service Employees Union (OPSEU)
- Canadian Union of Brewery and General Workers (CUBGW)
- New Brunswick Union of Public and Private Employees (NBU)
- Nova Scotia Government and General Employees Union (NSGEU)
- PEI Union of Public Sector Employees (PEI UPSE)
- Newfoundland & Labrador Association of Public and Private Employees (NAPE)

The National Union of Public and General Employees is an affiliate of the Canadian Labour Congress and a member of Public Services International.

■ 15 AURIGA DRIVE
NEPEAN, ONTARIO
CANADA / K2E 1B7

■ [613] 228-9800
FAX [613] 228-9801

■ www.nupge.ca

■ national@nupge.ca

