

sample [COMPANY] Virus Management & Quarantine Policy template

We care for your health and well-being. Workplace management of illness and viral infection is the responsibility of all parties, and all reasonable measures will be taken to help ensure your safety and limit your possibility of viral exposure at work.

[COMPANY] is taking steps to help protect you from workplace exposure, but there are a few things that you can do as well:

- Maintain consistent contact with your management team in regards to how you are feeling, and communicate regularly and clearly about any potential need for absence;
- Practice optimal hygiene: wash your hands regularly, use hand sanitizer when necessary, keep your workspace clean and wipe it down, and if you need to cough or sneeze, do so into your sleeve
- Try not to touch your face, limit contact with other people, and try to maintain a communication buffer zone (aka. “social distancing”) of at least 3 feet

Travel

If your vacation request is approved, [COMPANY] will not stop you from travelling out of country. If you choose to do so while COVID-19 (“Coronavirus”), or any variation thereof, is still a concern, you understand and agree that, as a safety measure, you will be subject to an unpaid 14 day self-quarantine process on your return, before you are permitted to return to work. During this time, a Record of Employment will be issued to you, and you will have the opportunity to file for and collect Employment Insurance (EI) Benefits.

If you are feeling sick or contract the virus

Please inform management immediately and call your physician for advice on what to do right away, or call your province’s health authority. Even if you do not have the virus, you can apply for EI during this time, while you are being assessed. Please keep us informed of any developments surrounding your illness, so that we can take steps to support you.

While contracting a virus is not “likely”, it is best to plan for the worst. If you have any further questions, please reach out to a member of the management team.

A safe, hygienic workplace is everyone’s responsibility. We thank you for your continued efforts.

Best regards,

Management Team

[COMPANY]