

L'ARCHE ANTIGONISH

POLICY AND PROCEDURE MANUAL

POLICY: PANDEMIC POLICY

A pandemic is a worldwide outbreak of disease that occurs when a new type of disease (i.e., virus) appears that people have not been exposed to before (or have not been exposed to in a long time). The World Health Organization (WHO) has said we are overdue for another pandemic. During a pandemic, organizations can expect a 50% absenteeism from employees during peak times. Pandemic policies supersede all other policies. During a pandemic, L'Arche Antigonish will follow the minimum recommendations from Nova Scotia's Chief Medical Officer of Health regarding infection control and employee safety.

Extended Sick Leave During a Pandemic:

Assistants and staff requesting paid sick leave, which exceeds their entitled sick leave credits of 12 days per year, will have their request dealt with on an individual basis by the Board of Directors at the time it is submitted.

Extended Leave During a Pandemic:

Assistants and staff requesting leave, which exceeds their entitled leave will have their request dealt with on an individual basis by the Board of Directors at the time it is submitted.

Work Refusal During a Pandemic:

During a Pandemic, regular attendance by all staff is expected. If an employee has reason to believe their workplace is not safe, then they have a right to refuse work. There is a process they must follow which is outlined in the L'Arche Antigonish Occupational Health and Safety (OHS) policies. More information can be found here: <https://novascotia.ca/lae/healthandsafety/employeeeright.asp>

During a Pandemic, staff will be expected to accept reassignment to areas that are experiencing staff shortages.