

Memo

To: All Employees

Fr: Ed Walsh Associate Director of Education

Re: Message from NLESD re: COVID 19

Important Information for Employees related to COVID-19 protocols

Public Health officials in Newfoundland and Labrador, in conjunction with Public Health Agency of Canada officials and other provincial and territorial public health officials, are closely monitoring novel coronavirus, COVID-19.

Up-to-date information related to COVID-19, including signs and symptoms, how to protect yourself, and information for travelers can be found on the Department of Health and Community Services [website](#). To date, there are no confirmed cases in Newfoundland and Labrador.

We will provide regular updates to District employees on government's protocols. Please see below for current information to that effect.

Medical Notes

Similar to measures announced within the Regional Health Authorities, employees working with the District who are exhibiting respiratory illness symptoms will not be required to provide a sick note for absence periods of less than fourteen days.

This decision is effective immediately and will be reassessed on an ongoing basis.

Work-Related Travel Restrictions

All non-essential out of province work-related travel is cancelled until further notice.

Isolation Protocols

Self-Isolation, when recommended, is intended to contain the spread of COVID-19. The decision on whether an employee should self-isolate will be based on consultation with a Public Health official.

Public Health officials advise that if you have travelled to Hubei province in China, Iran, or Italy, or have been in contact with a suspected or confirmed case of COVID-19 you should self-isolate. This list of countries will be updated regularly on the Department of Health and Community Services website. If you have travelled elsewhere and develop symptoms of fever, cough or have difficulty breathing, you are advised to self-isolate.

If you are self-isolating, avoid contact with others and call 811. Health professionals at 811 will advise you on the steps you should take to protect your health and the health of others.

Employees who have been advised to self-isolate by Public Health officials are required to contact their supervisor, by phone, and advise if you become ill or have been diagnosed with COVID-19.

Standard Containment Practices

Specifically, employees can take the following actions to stay healthy:

1. Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer in the absence of soap and water.
2. Practice proper cough and sneeze etiquette. Cover your mouth and nose with your upper sleeve or elbow when coughing and sneezing and immediately dispose of used tissues in the trash.
3. Stay at home if you are sick.
4. Clean and disinfect of high-touch areas such as doorknobs, handrails and telephones.
5. Avoid touching your face.

