

## **COVID-19 HO Comms – Quarantine Leave for all employees aged 70 and older and those with pre-existing medical conditions or considered high-risk**

**Subject line:** Quarantine Leave for all employees aged 70 and older and those with pre-existing medical conditions or considered high-risk

**Audience:** All employees

We continue to adjust our response to COVID-19 to protect and support our people, with employee health and safety always our highest priority. Effective immediately, we are making paid Quarantine Leave available to all employees aged 70 and older across Canada, until further notice. This same Quarantine Leave will also apply to all employees with pre-existing medical conditions or considered high-risk (e.g. compromised immune systems, employees who are pregnant and have been instructed by a health professional to self-isolate).

Our response continues to be guided by the expert advice of public health authorities across Canada. Governments in Quebec and Ontario have instructed all people aged 70 and older to stay home, and have also asked those with underlying medical conditions or compromised immune systems to avoid leaving home. As a national employer, it's important that we treat all employees fairly and consistently across the country. Our employees outside Quebec and Ontario who are in these categories will also have access to the Quarantine Leave, but if they wish to continue working we can together determine whether there is a reasonable way to mitigate the risk to their health.

All employees who are 70 and older, those with pre-existing conditions or considered high-risk should speak to their team leader about their situation so that the team leader can process the leave request. Supporting medical documentation is not required at this time. However the Corporation may seek to verify the information at a later date. Please know that employees' personal information will be protected. It will only be used to process the Quarantine Leave and won't be shared with anyone who does not have a need to know.

Employees in these categories will not need to use Personal Days first before having access to Quarantine Leave. Employees with pre-existing conditions or considered high-risk who were earlier approved for Special Leave will immediately transition to Quarantine Leave and any personal days already used will be reinstated.

We recognize these changes will have an impact on our operations and customers, but the health and safety of our employees is our top priority. We will continue to update you as our approach to COVID-19 evolves.

Thank you for all you're doing to stay safe and serve Canadians under these extraordinary circumstances.