

## Lockington, Elliott (SPAC/PSPC)

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**Sent:** March 20, 2020 5:10 PM  
**To:** Laporte, Anthony (SPAC/PSPC); Parmar, Dovejot (SPAC/PSPC); Harris, Emily (SPAC/PSPC); Laycock, Tristan (SPAC/PSPC); Church, Leslie (SPAC/PSPC); Mullan-Boudreau, Caitlin (SPAC/PSPC); Murdock, Kelly (SPAC/PSPC); McKenna2, Neil (SPAC/PSPC); Roy, Cecely (SPAC/PSPC); Taipalus, Madison (SPAC/PSPC); Tallerico, Joel (SPAC/PSPC)  
**Cc:** Islam, Liza (Ext.)  
**Subject:** Team Leader update - Quarantine Leave, Special Leave (Childcare) and other updates (Sunday, March 15)  
**Attachments:** Team\_Leader\_Job\_Aid-E.pdf; Team\_Leader\_TT-E.pdf; Employee\_Letter-E.pdf

Hi again. Here are the second pieces of information that you asked for on our call, including team leader talk tracks and information as well as the letter to all employees. Again, I am sorry that this is taken from the internal portal so I can't send a link, but here you go:

## Team Leader update - Quarantine Leave, Special Leave (Childcare) and other updates (Sunday, March 15)

### What you need to know

We understand the current climate and public response to COVID-19 continues to change rapidly, causing increased concern and questions from employees. As the situation evolves, we are working hard to provide information and make changes as quickly as possible to support and protect our employees. Our primary goal is to ensure we are doing everything possible to keep employees safe, following the guidance of the Public Health Agency of Canada (PHAC), the Government of Canada's lead for COVID-19.

Over the weekend, we have worked to provide greater clarity and support employees who find themselves under quarantine or struggling with childcare and school closures.

### Special Leave (Child Care)

We understand that some parents are dealing with the sudden challenge of school and daycare closures. These circumstances are outside their control and will clearly add stress during an already stressful time.

We want to ensure we are supporting employees to help provide some peace of mind as they seek child-care alternatives. We've therefore implemented an immediate three-stage approach which combines existing personal days, special leave provisions and a streamlined process for special cases that require additional leave.

Employees should talk with their Team Leaders about their situation and are encouraged to continue seeking alternative childcare arrangements. If needed:

1. Employee to first use any remaining personal days
2. Team Leader may approve up to 5 days of special leave (code as 9200)
3. If further Special Leave is required following the approved special leave, the Team Leader will escalate to their respective General Managers for review and receive a timely decision.

Employees who work in an office setting are encouraged to continue seeking alternative childcare arrangements and talk with their Team Leaders. If needed:

- Discuss the option of working from home with their Team Leader
- General Manager to approve via email, copying Human Resources Business Partner (HRBP).

## **Quarantine Leave**

We are working to ensure the process for quarantined employees is as simple as possible so those who need it can access paid leave without delay. Please review the attached [job aid](#) for the full details and applicable scenarios. This applies to the following:

1. An employee who exhibits symptoms of COVID-19 or has been in contact with someone exhibiting symptoms – whether they have travelled or not – and must self-quarantine for 14 days.
2. An employee who has returned from any international travel, or has been in contact with someone who has returned from international travel and must self-quarantine for 14 days.

Quick overview of process for those eligible (please see the attached job aid for more details):

- Team Leader generates a case with Canada Life
- Canada Life will monitor the case and advise when the employee can safely return to work
- Should illness persist, the employee may be eligible for STDP

Please note, on March 13, 2020 the Government of Canada directed all Canadians to cancel non-essential international travel. Therefore, if an employee decided to depart the country following this directive (departing on or after March 16, 2020) they will not be eligible for paid quarantine leave and will be expected to use other leave available to them such as personal days, annual leave and leave without pay.

We will continue to evaluate our approach and keep you and all employees aware of any changes.

Again, please let me know if you need anything else.

Thanks,  
Chad

### **Chad Schella**

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