



COVID-19

Employee FAQ



CP

7 Seven steps that can help protect you and others from COVID-19 and the flu

1.



Practice physical distancing.

2.



Wear a mask or face covering when you cannot practice physical distancing.

3.



Cover your cough or sneeze with a tissue or use the inside of your elbow.

4.



Avoid large gatherings or social settings where viruses can spread.

5.



Wash your hands with soap and water for a minimum of 20 seconds or use hand sanitizer after you have been in a public place.

6.



Keep your workspace clean.

7.



Stay home if you are sick, or are showing signs or symptoms of illness.

WHAT ARE THE SYMPTOMS OF COVID 19?

Symptoms of COVID-19 can vary. The most common symptoms include fever, cough, sore throat, runny nose, headache and shortness of breath. However, symptoms of other viral illnesses such as cold and flu (influenza) can mimic COVID-19. Employees should contact local public health authority or healthcare provider for more information regarding symptoms of COVID-19 or any other respiratory viral like illness.

It is extremely important to follow the CP 7 including physical distancing, good hygiene practices, cough and sneeze etiquette, avoid touching your face, cleaning and disinfecting surfaces and wearing face coverings (when requirement is in effect), especially when physical distancing cannot be maintained.

WHAT DO I DO IF I'M SICK WITH COVID SYMPTOMS?

Employees who are not well or are exhibiting COVID-19 symptoms that **cannot work from home** must:

- Inform their manager and remove themselves safely from the workplace, including putting on their face covering if they are not already wearing it.
- Contact their local public health authority or healthcare provider and update their manager with any isolation, quarantine or self-monitoring requirements.
- Remain at home and return to work when they are well and have been cleared to do so through the CP's established sick leave and Disability Management Processes.
- **T&E employees** are to call CMC/MOC to book off sick. Inform CMC/MOC if the absence is due to COVID-19 symptoms.

Employees who are not well or are exhibiting COVID-19 symptoms and whose manager has determined they **can work from home** must:

- Inform their manager and remove themselves safely from the workplace, including putting on their face covering if they are not already wearing it.
- Contact their local public health authority or healthcare provider and update their manager with any isolation, quarantine or self-monitoring requirements.
- Remain at home and return to work after a minimum of five days have passed from the start of symptoms and they are symptom free for 24 hours; and
- Advise their manager when they have been symptom-free for 24 hours prior to returning to the property.

If an employee cannot return to the office after five days, the employee should continue to work with their manager until they have been symptom free for 24 hours at which time they can return to the property.

I'M NOT SICK HOWEVER SOMEONE IN MY HOUSEHOLD HAS COVID-19 LIKE SYMPTOMS. AM I PERMITTED TO COME TO WORK?

As long as you are not sick and have no symptoms and you have not tested positive for COVID-19 you are NOT restricted from workplace.

You are not required to report this to your manager and you can continue to come to work.

Monitor yourself for symptoms and follow employee sick process if you develop any symptoms or are sick.

WHAT DO I DO IF I HAVE BEEN IDENTIFIED AS A CLOSE CONTACT TO A POSITIVE CASE AT CP OR IN THE COMMUNITY?

Canada – Employees are not restricted from work if they are fully vaccinated and have no symptoms, unless they have been contacted by public health and advised to isolate.

US – Employees are not restricted from work if they are 'up to date on their vaccination status' and have no symptoms - if you are not up to date* you are restricted from work for five days from the date of exposure.

***UP TO DATE: A PERSON HAS RECEIVED ALL RECOMMENDED COVID-19 VACCINES, INCLUDING ANY BOOSTER DOSE(S) WHEN ELIGIBLE.**

AM I PAID WHILE I'M OFF WORK?

Canadian employees who are unable to work due to being sick or have COVID like symptoms, or test positive for COVID-19, can apply to receive WIB or Short Term Disability Benefits and/or CLC days per normal application process.

US employees can apply for STD Benefits through their union plan or the RRB (Railroad Retirement Board per normal application process, if eligible.