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March 27, 2020

**Delivered Via Email**

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**Re: Coronavirus/ COVID-19 Handling of Employee Pay and Leaves**

The scope and impact of the COVID-19 (Coronavirus) pandemic is something we could not have predicted and as you are aware, the global situation is extremely fluid.

To assist our employees while dealing with different scenarios related to Covid-19, the following guidelines have been implemented for all CP employees as noted in [Attachment 1](#).

Effective March 21, 2020 by way of bulletin and update on CP Station ([Attachment 2](#)), CP directed that all employees direct any COVID-19 related concerns to our **24/7 resource line at 403-319-4767 or at 1-855-830-4493**.



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We ask that you also direct those employees you represent to use the resource line as their first point of contact.

For questions concerning entitlements during a period of self-isolation employees can reach Labour Relations directly at the following Toll free # 877-323-4056 from 0800-1600 HRS MT Monday-Friday.

**All COVID-19 updates are available to employees on CP Station at the following link:**

<https://intranet.cpr.ca/news/Pages/COVID-19.aspx>

Given the fluidity of the situation and the ever-changing legislative response, the above noted guidelines are subject to change. In addition, on a case-by-case basis where prudent to do so, CP may deviate from the process outlined in the attached. We look forward to your continued commitment and assistance in communicating with employees through this challenging time.

Thank-you for your assistant and continued cooperation under these difficult times.

Should you have any questions or concerns, please do not hesitate to reach out to myself, or one of the Labour Relations Directors.

Yours Truly,

Myron Becker  
Chief Labour Officer  
Canadian Pacific

CC: Mark Redd – Executive Vice President Operations

## Attachment 1

### COVID-19 Handling Process - Canadian Union

Description	Canada
Return from Travel <b>Prior</b> to March 8 <sup>th</sup> <b>LEVEL 3 ONLY</b> – left <b>before</b> CP travel policy was in effect	<p>14 Day self-isolation period – <b>Employee Must be informed that any outstanding paid CLC days will be exhausted</b></p> <p><b>Payment:</b> daily rate and for T&amp;E a basic days pay at the class of service (i.e., engineer, Conductor, yard service)</p> <p><b>CLC:</b> Up to 3 paid days will be exhausted by Employee Services</p>
Return from Travel <b>after</b> March 13 <sup>th</sup> – left <b>before</b> CP travel policy was in effect	<p>14 Day self-isolation period for all international travel – <b>Employee Must be informed that any outstanding CLC days will be exhausted</b></p> <p><b>Payment:</b> daily rate and for T&amp;E a basic days pay at the class of service (i.e., engineer, Conductor, yard service)</p> <p><b>CLC:</b> Up to 3 paid days will be exhausted by employee services</p>
Sick – They are ill and unable to work, not COVID related	<p>Normal sick process. <b>If sick more than 3 days</b> follow the disability management process</p> <p><b>Payment:</b> WIB</p>
COVID – 19 Positive Test	<p>Employee should follow normal disability management process and will go on WIB</p>
Call Pandemic Line with potential community exposure <b>no symptoms</b>	<p>There is <b>no</b> recommendation from public health or medical provider. Employee may be directed to public health authority or directed to self-isolate based on the government assessment.</p> <p><b>Otherwise</b> based on the intake form, CP is not restricting them from work.</p>

Description	Canada
	<p>If there <b>is already a recommendation</b> to isolate from a public health authority or medical provider, <b>Employee Must be informed</b> that any outstanding paid CLC days will be exhausted</p> <ul style="list-style-type: none"> <li>Employee can be offered to take vacation</li> </ul> <p><b>Payment: WIB equivalent rate based on Union</b></p> <p>DM will monitor cases that are isolating</p> <p><b>If CP does not agree with self-isolate:</b></p> <ul style="list-style-type: none"> <li>Use CLC days</li> <li>Take vacation if agreed</li> <li>Take unpaid time</li> </ul> <p><i>There is <b>no</b> WIB in this situation</i></p>
Employee being cautious and feels unsafe coming to work	<p>Employee must come to work.</p> <ul style="list-style-type: none"> <li>Reminded of additional cleaning procedures and other steps CP is taking. Can be referred to EFAP</li> </ul>
COVID symptoms and been told to self-isolate for 14 days	<p>Employee will be triaged to the Disability Management Team</p> <p><b>Employee Must be informed</b> that any outstanding paid CLC days will be exhausted</p> <ul style="list-style-type: none"> <li>Symptoms will be monitored; they will be referred to Morneau. Employee must be cleared to come back to work by DM and HS.</li> <li>Employee can be offered to take vacation</li> </ul> <p><b>Payment: WIB rate based on Union</b></p>

**\*Private and Confidential Information for the use of HR and LR only. This matrix is subject to change and CP may deviate from this process on a case-by-case basis, if we feel this is necessary.**

**NEW AND ENHANCED LEAVES OF ABSENCE AND INCOME SUPPORT (CANADA)**

INITIATIVE	PAID/UNPAID	DETAILS/DIRECTIVES
<p>Employment Insurance Sickness Benefits (Income Support)</p>	<p>PAY (Regular EI rules apply)</p>	<ul style="list-style-type: none"> <li>• Waiving the one-week waiting period for those individuals in imposed quarantine that claim EI sickness benefits and priority application processing for employees under quarantine.</li> <li>• Waiving the requirement to provide a medical certificate to access EI sickness benefits in certain situations.</li> <li>• Not applicable – Employee can elect to apply of their own choosing.</li> </ul>
<p>Emergency Care Benefit (Income Support)</p>	<p>PAY (\$900 bi-weekly for up to 15 weeks)</p>	<ul style="list-style-type: none"> <li>• Employees who are quarantined or sick with COVID-19 but do not qualify for EI sickness benefits.</li> <li>• Employees who are taking care of a family member who is sick with COVID-19, such as an elderly parent, but do not qualify for EI sickness benefits.</li> <li>• Parents with children who require care or supervision due to school or daycare closures, and are unable to earn employment income, irrespective of whether they qualify for EI or not.</li> <li>• Application for the Benefit will be available in April 2020, and require Canadians to attest that they meet the eligibility requirements. They will need to re-attest every two weeks to reconfirm their eligibility.</li> <li>• Not applicable to employees actively working i.e. not laid off.</li> </ul>
<p>Emergency Support Benefit (Income Support)</p>	<p>PAY (long-term, no details yet)</p>	<ul style="list-style-type: none"> <li>• Workers who are not eligible for EI and who are facing unemployment.</li> <li>• Apply through CRA not to Service Canada.</li> <li>• Not applicable to employees actively working i.e. not laid off.</li> <li>• Would likely only apply to CP employees laid off/unemployed (as a result of COVID-19)</li> </ul>
<p>Job-Protected Leave</p>	<p>UNPAID (16 weeks)</p>	<ul style="list-style-type: none"> <li>• Employees may take leave if they are: <ul style="list-style-type: none"> <li>→ being quarantined or asked to self-isolate as a result of COVID-19;</li> <li>→ being required to provide care to a family member as a result of COVID-19;</li> <li>→ otherwise unable to work for reasons related to COVID-19.</li> </ul> </li> <li>• Employees must: <ul style="list-style-type: none"> <li>→ provide employer with written notice as soon as possible of the reason for the leave and the length of leave they intend to take; and</li> <li>→ notify employer in writing as soon as possible of any changes to the length of the leave.</li> </ul> </li> <li>• No medical certificate required. To be reinstated on Sept 30, 2020.</li> <li>• While on leave, employees may be eligible for the new Emergency Response Benefits</li> <li>• Leave will be repealed on Oct 1, 2020 and a new provision under the Code allowing employees to access Medical Leave if they are in quarantine will automatically come into effect.</li> </ul>

INITIATIVE	PAID/UNPAID	DETAILS/DIRECTIVES
Removal of Medical Notes	TEMPORARY	<ul style="list-style-type: none"> <li>• Employees who have already received 2 weeks (14 days) days leave from CP as a result of COVID-19 quarantine will have the 2 weeks reduced from their 16 weeks leave.</li> <li>• Employees not required (temporarily) to provide medical notes for existing CLC leaves:               <ul style="list-style-type: none"> <li>→ Medical Leave</li> <li>→ Compassionate Care Leave</li> <li>→ Critical-Illness Leave</li> </ul> </li> <li>* This does not apply to Canada Labour Code Personal Leave Provisions</li> </ul>
Vacation Deferment	TEMPORARY	<ul style="list-style-type: none"> <li>• Employees to take leave related to COVID-19 even if they are on vacation, parental leave, compassionate care leave, leave related to critical illness, or leave related to death or disappearance at the time.</li> <li>• Employees able to end the vacation and allowed for it to be resumed either at the end of the leave related to COVID-19 or on another date agreed upon by the employer and employee.</li> <li>• If an employee is unable to take a scheduled vacation due to COVID-19, he or she is entitled to postpone the start of that vacation until his or her return from leave.</li> </ul>

- **These changes are not retroactive.**
- **For EI Benefit Entitlements employees need to contact Government of Canada.**



Posted Date / Time: \_\_\_\_ / \_\_\_\_ /20 – \_\_\_\_

**SYSTEM BULLETIN****To: All Operations Employees****All Regions****Date: March 21, 2020****SUBJECT: Questions About Covid-19? Call CP First**

Due to ever-increasing call volumes with 8-1-1 and other public health agencies, CP is now directing that your FIRST call related to COVID-19 should be to our **24/7 resource line at 403-319-4767**.

CP's team of professionals, which includes occupational health nurses and disability management specialists, can assist you directly and immediately, and has access to many excellent resources. It is important to note, this service does not replace what is being done by local health authorities, instead it serves as an immediate starting point for CP employees with questions or concerns. This call is essential to allow CP to determine any workplace modifications, potential work from home arrangements and for you to receive information about benefits, and other potential options.

If you have already been in touch with your health care provider or public health authority, you are still required to inform CP through the **COVID-19 resource line**.

**We are ready to take your call, from anywhere across our network, at any time. CP's COVID-19 resource line: 403-319-4767.**

***Home Safe is a commitment to be vigilant about personal safety and the safety of co-workers.***

