



## Guidelines for COVID-19 Exposure

This guideline is to serve as a tool for employees in dealing with possible COVID infections within the CCNM community. This guideline applies to all CCNM employees; those who physically work in our offices and those working remotely. Please read through this action plan to ensure CCNM collectively and uniformly responds to this challenge.

If you become ill or believe you have been in close contact with someone who has tested positive for Covid-19, **immediately notify your supervisor and Human Resources and begin self isolation. In addition, go to the Toronto Public Health (TPH) website noted below to determine your next steps.** As guidelines can change, it is important to go directly to the TPH website for the most up to date protocols on dealing with scenarios.

<https://www.toronto.ca/home/covid-19/covid-19-what-you-should-do/covid-19-have-symptoms-or-been-exposed/>

**For any additional information, or to inquire further about symptoms/exposure, please contact Telehealth Ontario at 1-866-797-0000**

**To assist you in determining whether or not you may be at risk, Toronto Public Health has defined what is considered close contact on their website. For ease we have included it below:**

### Close Contact

- You were within 6 feet/2 metres for 15 minutes or more.
- You had multiple close encounters with someone over a 24-hour period (even if each was less than 15 minutes).
- You had close, physical contact with the person, such as a hug.
- You live or provide care in the same home.

### Not a Close Contact

- You had brief, close contact while wearing a mask and/or with a barrier in place.
- You passed someone quickly.
- You greeted someone and kept your distance.
- You made a delivery to someone who was self-isolating but had no contact with them.

## SHORT-TERM DISABILITY BENEFITS

**Important Note:** This section is only for those eligible for CCNM group benefits offered through Equitable Life of Canada. Only Equitable Life Plan Members are eligible for Short-term Disability benefits for those who are self-isolating or in quarantine due to COVID-19 illness.

Short-term disability is designed to replace a plan member's earnings if they are unable to work. As a result, only plan members who meet the following criteria are eligible for benefits:

- Plan members who have tested positive for COVID-19 and are unable to work from home (WFH) are eligible for coverage from Day 1 of their self-isolation period.
- Plan members who have not been tested but have symptoms consistent with COVID-19 and are unable to work from home (WFH), are eligible for coverage. Claims will be assessed according to the terms of the plan.
- Plan members need to complete the [Short Term Disability Plan Member COVID-19 Claim Form \(#421A\)](#). For individuals with a positive test result, they need to provide the date of their test, the name of the clinic/facility where they were tested and the results of the test. The form includes an attestation that the information is accurate. The employer needs to complete the [Short Term Disability Employer COVID-19 Claim Form \(#421B\)](#)
- Given that the person has tested positive, there is no waiting period and the person will be paid for 14 days. At that point, if the claimant is still unwell, then the standard [Short Term Disability Claim Form \(#421\)](#) needs to be completed.

Plan members who are in quarantine for any other reason, but do not have symptoms consistent with COVID-19, are not eligible for coverage. These plan members should consider applying for Employment Insurance (EI) benefits, if they do not have an option to work from home. You may also use your sick or vacation benefits if appropriate. This applies even in cases where the plan member is immuno-compromised and/or their physician has provided documentation indicating they should stay home from work.

## APPLYING FOR EMPLOYMENT INSURANCE

Employees quarantined due to COVID-19, who are not receiving Short Term Disability benefits, or who have used up their vacation, sick or float day credits, can apply for Employment Insurance (EI) sickness benefits. The one-week waiting period for EI sickness benefits has been waived. Contact Service Canada at 1-833-381-2725 or apply online at [www.canada.ca](http://www.canada.ca)

**If you have any questions regarding any of the information in this document, please contact Human Resources.**