

**FORWARDED ON BEHALF
OF
INSPECTOR ANDREW CHAN**

**To: All VPD Employees - Civilian and Sworn
COVID-19 Update: March 17, 2020**

The following will provide an update on key developments for March 17, 2020 in response to the COVID-19 pandemic.

The VPD's Pandemic Working Group can be reached by email at vpdpandemicworkinggroup@vpd.ca.

For additional information and resource links, please refer to VPD COVID-19 intranet site.

<http://references.sharepoint01.vpd.bc.ca/COVID19/default.aspx>

Key Updates for March 17, 2020

Provincial Update

- There have been 83 new COVID-19 cases, bringing the total for BC to 186.
- As of March 17, the BC Health Officer has declared the COVID-19 outbreak a Public Health Emergency. This enacts additional powers if needed. The VPD is examining the impacts of this declaration and is consulting with the appropriate authorities.
- All schools in BC have been closed indefinitely. In addition:
 - Social distancing is the top priority.
 - Bars and clubs cannot meet the physical distancing requirement and therefore have been ordered shut down.
 - Restaurants and cafes must adjust operations to accommodate social distancing requirements. If they cannot do this, they must cease operations.
 - Grocery stores, pharmacies, public utilities, and transportation outlets will also remain open but will need to put social distancing measures in place for both staff and customers.

Health and Wellness: HR Supports

- NOTICE: VPD staff members should only call in sick if you are injured, you are symptomatic, you have been medically directed to self-isolate, or you're adhering to Provincial directives for self-isolation.
 - As of March 16, 2020, the BC Centre for Disease Control (BCCDC) does not require you to self-isolate if you reside with someone who is self-isolating, but has no symptoms.
 - All VPD staff must call the sick-line if you are unable to attend work due to injury, illness, or self-isolation:
 - 604-717-9600 (Sworn)
 - 604-717-9700 (Civilian)

- **REMINDER:** The Critical Incident Stress Management Team (CISM)/Peer Support is available 24/7 should anyone be feeling anxiety or stress related to COVID-19.
 - Sworn members can reach out to Ali Gailus (778-847-5452), Michele McKnight (778-227-0789), Dave Moe (604-404-9303) or any other team member. Their names/contact information can be accessed on the intranet:

<http://references.sharepoint01.vpd.bc.ca/PeerSupport/Lists/Contacts/AllItems.aspx>

- Civilian members can reach out to Amanda Vetter (604-349-5713) or any other Civilian CISM team member. Their names/contact information can also be accessed on the intranet:

<http://references.sharepoint01.vpd.bc.ca/CISMCivilian/Lists/CivilianCISMTeam/AllItems.aspx>

Operational Considerations

- **REMINDER** of the upcoming parade briefings:

Date: Wednesday – March 18, 2020
 Location: Classroom 1 – 2120 Cambie
 Time: 0645, 0700, 0715, 1345, 1400, 1545, 1600, 1615, 1845, 1900

Districts 1 & 2 will attend at 0645, 1345, 1545, 1845
Districts 3 & 4 will attend at 0700, 1400, 1600, 1900
BET will attend at 0715, 1615

All other sworn and civilian staff may attend any of the briefings; however, **attendance will be limited to 50 people per briefing**. In an effort to minimize group gatherings, e-briefings will be made available for staff that do not wish to attend the parade briefings in person. The e-briefings can be found on the COVID-19 intranet page:

<http://references.sharepoint01.vpd.bc.ca/COVID19/default.aspx>

- An online *Infectious Disease and Pandemic Preparedness* course from CPKN is available to all staff. The course will take approximately 30 minutes to complete. A link to the course can also be found on the COVID-19 intranet page.
- PPE continues to be replenished throughout the Department. **In consideration of all staff, please only take on an as needed basis.**

Gym Facilities

- Enhanced cleaning remains underway at all VPD facilities, including gym facilities. Members are advised that the VPD gyms will remain open at this time; the risk of gym closure depends on strict compliance of the following rules:
 - Wash your hands before and after you leave the room.
 - Spray your equipment before and after each use.

- Wait 5 minutes, after applying the disinfectant, before using the equipment
- Wash all workout clothes after each workout.
- Maintain all social distancing requirements.

COVID-19 Absence Pay Provisions

- The following updated pay provisions apply to COVID-19 related absences:

RFT; RPT; and TFT with Sick Leave

	Scenario	Compensation	Payroll coding
1.	Any illness (including COVID-19).	Sick Leave (paid or unpaid depending on balance).	Sick – Bank with Pay or Sick – Bank without pay (Consult HR)
2.	Medically directed to self-isolate – no symptoms of illness.	Regular Pay (RegPayInLi) for duration of self-isolation (14 days).	Scheduled – CATS code 6019 (for self isolation)
3.	Medically directed to self-isolate – no symptoms initially but develop during period of self-isolation.	Regular Pay (RegPayInLi) until such point employee becomes ill, after which code as Sick Leave.	Scheduled – CATS code 6019 (for self isolation) Sick – Bank with Pay or Sick – Bank without pay (Consult HR)
4.	Out of country, on vacation before March 12 th @ 1600hrs and return to country and must isolate for 14 days (No symptoms of illness).	Regular Pay (RegPayInLi) for duration of self-isolation (14 days)	Scheduled – CATS code 6019 (for self isolation)
5.	Out of country on vacation before March 12 th @ 1600hrs and return to country and isolate. Then develop symptoms during period of isolation.	Regular Pay (RegPayInLi) until such point employee becomes ill, after which code as Sick Leave.	Scheduled – CATS code 6019 (for self isolation) Sick – Bank with Pay or Sick – Bank without pay (Consult HR)
6.	Travel out of country post March 12 th @ 1600hrs. Self-isolate for 14 days upon return.	Vacation/leave banks (all banks depleted except sick leave).	Vacation – any leave bank (current year, deferred, EDO, OTL, etc.) Sick banks cannot be used

7.	Travel out of country post March 12 th @ 1600hrs. Self-isolate for 14 days upon return. Then develop symptoms during period of isolation.	Vacation/leave banks (all banks depleted except sick leave until such point employee becomes ill, after which code as Sick Leave).	Vacation – any leave bank (current year, deferred, EDO, OTL, etc. with no symptoms) Sick – Bank with Pay or Sick – Bank without pay (Consult HR)
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If insufficient time in banks, consult HR directly

Auxiliary and TFT employees who receive % in lieu of sick time

	Scenario	Compensation	Payroll coding
8.	Any non-flu related illness	No paid time	No code required
9.	Any flu related illness(including COVID-19)	Regular pay ((RegPayInLi)) for any shifts already pre-scheduled over 14 days period commencing with the onset of your symptoms	Scheduled – CATS code 6019 (for self-isolation)
10.	Medically directed to self-isolate – no symptoms of illness.	Regular Pay ((RegPayInLi)) for any shifts already pre-scheduled during period of self-isolation (14days)	Scheduled – CATS code 6019 (for self-isolation)
11.	Medically directed to self-isolate – no symptoms initially but develop during period of self-isolation.	Regular Pay ((RegPayInLi)) for any shifts already pre-scheduled during period of self-isolation (14days).	Scheduled – CATS code 6019 (for self-isolation)
12.	Depart for Out of Country travel prior to 1600 March 12 th : - On return to Canada , must isolate for 14days	Regular Pay ((RegPayInLi)) for any shifts already pre-scheduled during period of self-isolation (14days).	Scheduled – CATS code 6019 (for self-isolation)
13.	Depart for Out of Country travel prior to 1600 March 12 th : On return to Canada , must self-isolate , if develop symptoms during period of isolation	Regular Pay ((RegPayInLi)) for any shifts already pre-scheduled during period of self-isolation (14days).	Scheduled – CATS code 6019 (for self-isolation)
14.	Depart for out of Country travel after 1600 March 12 th : - Self-isolate for 14 days upon return	No paid time	AUX - No entry on time card TFT – code LWOP

15.	Depart for Out of Country travel after 1600 March 12 th : On return to Canada , must isolate , than if develop symptoms during period of isolation	No paid time	AUX - No entry on time card TFT – code LWOP
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