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**Date**

The following was approved as an Administrative Policy by the Chief Administrative Officer (CAO) on November 20, 2020. It was updated on July 7<sup>th</sup>, 2021.

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**PURPOSE**

This policy provides clear expectations to District of Lake Country (District) staff for travel during the COVID-19 Pandemic and will remain in place until rescinded by the CAO.

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**POLICY**

**1. SCOPE**

1.1 This policy applies to all District staff regarding travel during the COVID-19 Pandemic. If provincial health authorities or the Government of Canada implement further changes or restrictions that no longer align with the content herein, the federal government directives and provincial health authority will supersede.

**2. DEFINITIONS**

- 2.1 COVID-19 Pay means salary continuance provided by the District up to a maximum of 14 days for employees who test positive for COVID-19 .
- 2.2 Quarantine for the purposes of international travel, means that, unless you are exempt, you are required, by law to isolate yourself for 14 days and complete the federal ArriveCAN application prior to your return to Canada. (<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return>)

**3. WORK TRAVEL**

3.1 Domestic and international work-related travel will be cancelled or postponed when there are restrictions in place for non-essential travel. This includes conferences, training outside of the Regional District of Central Okanagan (RDCO) or events where travel is required. Local training inside the RDCO and virtual training, conferences and events may be approved for staff attendance by your supervisor.

**4. PAY AND APPROVALS**

- 4.1 When there are international travel restrictions in place, travel plans must be approved by the Department Manager with as much advance notice as possible of the travel date.
- 4.2 Direct supervisors must be made aware of any international travel to ensure that coverage is arranged during the travel and quarantine period, where applicable.
- 4.3 Employees who choose to travel internationally during any government-imposed travel restrictions are required to use vacation leave, earned time off and overtime banks for time related to their travel, including:

- (a) travel time;
- (b) stay in international country;
- (c) quarantine time (at home or abroad), where applicable;
- (d) time required to await testing for COVID-19, where applicable.

At any time during the travel time an employee tests positive for COVID-19, wellness leave banks may be used to cover time needed to recover and self-isolate. If the wellness leave bank is depleted, staff may use other banks with approval of the Department Supervisor. COVID-19 pay will not be provided to employees who contract COVID-19 while travelling internationally either for work or personal travel, during government imposed COVID-19 travel restrictions.

## 5. PERSONAL TRAVEL

- 5.1 The District will continue to monitor and follow the Government of Canada's restrictions around international travel. For the most up to date information on travel restrictions, exemptions, and COVID-19 travel protocols, visit: [travel.gc.ca/travel-covid](https://travel.gc.ca/travel-covid)
- 5.2 Staff that are planning to travel outside of Canada may be required to quarantine upon return for 14 calendar days unless they are exempt. Staff are prohibited from coming into physical contact with any work colleagues during this time.
- 5.3 Staff must provide return-to-work documentation, where applicable, and receive approval from the HR and Safety Manager prior to returning to work after a government-imposed quarantine.
- 5.4 It is staff's responsibility to be aware and up to date on any international travel requirements and restrictions if they are planning to travel. These restrictions change quickly and frequently and may be imposed with little warning. Travel plans may be severely disrupted, and staff may be forced to remain outside of Canada longer than expected.

## 6. WORK FROM HOME DURING QUARANTINE

- 6.1 Employees who are not eligible for the quarantine exemption, may be allowed to work from home during quarantine with approval from the Department Manager. Not all positions are able to work from home and, therefore, not all positions will be approved for working during quarantine.
- 6.2 Employees who are unable to work from home must use all discretionary banks during the 14-day quarantine.
- 6.3 Wellness leave is not permitted to be used for personal quarantine purposes. If you no longer have any banks available, quarantine will be unpaid.
- 6.4 Unpaid leaves must be approved in advance as per Article 28.01 Request for Leave of Absence in the Collective Agreement.

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Tanya Garost, CAO

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July 8, 2021

Date