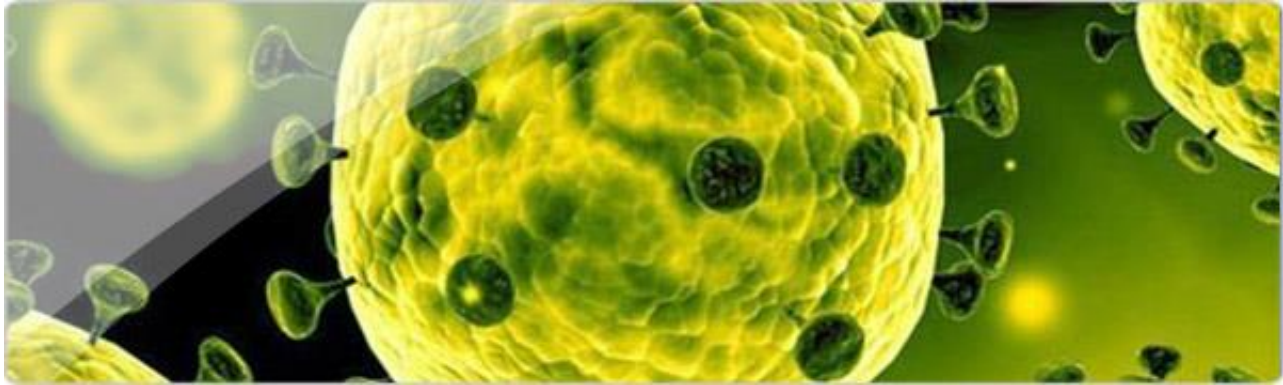




COVID-19 (Coronavirus)



Information for Employees in Support of the March 19, 2020 Memo

Updated: March 19, 2020

Q1: What is the duration of time that we are in this critical measure?

A: This critical measure takes effect Tuesday, March 17, 2020 until further notice based on the recommendations of the Chief Medical Officer and Emergency Services.

Q2: How did my employer decide what work was critical?

A: Each district reviewed its critical business and made decisions based on each of their continuity plan, and in consideration of the current COVID-19 novel coronavirus situational response needs.

Q3: How will I know what services have been deemed critical in all other districts?

A: Each individual district has created its own business continuity plan. Please consult with your manager for specific questions on your plan.

Q4: How will I know if I am being deployed?

A: You will be notified by call or email. Please ensure your supervisor has your updated contact information.

Q5: Do I have a right to refuse work?

A: Employees retain the right to refuse unsafe work based on the grounds included in occupational health and safety legislation. We are taking the measures required by WorksafeNB to keep workplaces safe. If training is required, it will be provided, including safety-related training.

Q6: How will I know who to report to while deployed?

A: You will be provided all necessary information upon your assignment.

Q7: Will I receive training for the deployed work?

A: If you require it, you will receive training/orientation around the specific processes and requirements of the work. If you are being asked to use any equipment, products or personal protective equipment, you will be provided with the required training.

Q8: What will be my pay for the deployed work?

A: You will continue to receive your regular rate of pay unless your deployment assignment pays substantially more in accordance with the workforce mobility agreement signed with your union. You will not be paid less than your current rate of pay during any deployment.

Q9: What happens if my childcare arrangements fall through?

A: You will need to communicate immediately with your supervisor. If you are on deployment, you will also need to communicate with your deployment supervisor.

Q10: If I am on standby, should I be working from home via VPN?

A: No, you should only use VPN and work from home if you have been deemed critical or have been deployed to critical work. Check your emails using the Web Outlook exchange or your GNB smartphone.

Q11: Why do I not have to use my sick time if I am sick, but must notify my supervisor?

A: You are not required to use sick time after March 16 as we have committed to ensure that employees will not suffer hardship or feel compelled to report to work due to insufficient sick days. You need to notify your supervisor as those who are non-critical and home with pay are expected to be on stand by and available for work. If your work is deemed critical or critical support, you are expected to be working if healthy.

Q12: Is payroll deemed as a critical service to ensure I receive my pay?

A: Yes, district payroll has been deemed as a critical service.

Q13: If I am in a critical position, will I receive additional compensation based on remaining at work?

A: Your work has not changed; therefore, your compensation remains as is. Any overtime or shift premiums will continue to be applied in accordance with collective agreements.

Q14: If I am a casual or temporary employee, will my employment continue?

A: We will honour the employment commitments made to casual and temporary workers, meaning you will receive pay for the days you would have otherwise normally worked during this period. For replacement workers, we will honour the employment commitments previously established. Employees who do not have a commitment from the employer to work (no previously scheduled time) will not be paid.

Q15: Will my benefits continue?

A: Yes, benefits will continue while you are on payroll or general leave with pay.

Q16: What steps are being taken at my workplace to avoid the spread of the virus?

A: We all have an important role to play to limit the spread of the virus. In addition to moving to critical services only, we continue to remind employees that good hygiene practices are important in controlling the spread of respiratory viruses in the workplace.

- Clean your hands often with soap and water for at least 20 seconds;
- Clean surfaces that are frequently touched with hands often;
- Clean shared workstations and equipment;
- If possible, avoid sharing phones, desks, offices or other work tools and equipment.

You will find more helpful information on good hygiene practices [here](#).

As well, the Department of Transportation and Infrastructure, which is responsible for the maintenance of GNB facilities, is working with its cleaning contractors to ensure standards are met as part of the daily routine cleaning.

Q17: Do I need to wear any additional protective gear to my place of work?

A: If personal protective equipment is required for a specific job, it will be provided to you.

Q18: What if I want to come into work and I have not been identified as critical?

A. You are permitted to enter your place of work to collect personal items or files required; however, are not permitted to work in the workplace, unless directed to do so by your supervisor or designated. We are all doing our part to minimize the spread of germs and ensure the critical services of GNB can continue to operate.

Q19: Where do I find more information?

A: Public Health's webpage www.gnb.ca/coronavirus including videos from Chief Medical Officer of Health

- [GNB Intranet](#) at Coronavirus – Employee Update
 - *If outside the GNB intranet, employee bulletins are also posted [here](#).*
- [Public Health Agency of Canada](#)
- World Health Organization (WHO)'s [webpage](#)
- [GNB's Facebook](#) and [Twitter](#) accounts