

Absence Scenarios for 2020-2021 (updated Nov 27 2020)

Situation	Steps/Outcome
You have COVID-related symptoms.	<ul style="list-style-type: none"> • You will stay at home/return home. • You will access sick days; if applicable, you may be offered an accommodation to work from home. • You will contact your Admin/Attendance Secretary and notify them that you have COVID-related symptoms and that you will be staying/returning home. • You will contact the Durham Region Health Department for further instructions. • You will notify Ability Management of your status at ShortTerm.Absence@ddsb.ca or (905) 666-6119/(905) 666-6112. • If you have not discussed your situation with Ability Management, and you are off for more than 2 days in a row, you will also need an Abilities Form completed by your doctor to support your absence. The Abilities Form is available at www.d13.osstf.ca/AbilitiesForm. • You cannot return to work until: <ol style="list-style-type: none"> a) you have a negative COVID test b) you are symptom-free for 24 hours
You have been exposed to a confirmed/suspected case of COVID.	<ul style="list-style-type: none"> • You will stay at home/return home. • You will continue to be paid your regular salary; if applicable, you may be offered an accommodation to work from home. • You will contact your Admin/Attendance Secretary and notify them that you have been exposed to a suspected case of COVID and that you will be staying home/returning home. • You will contact the Durham Region Health Department for instructions. • You will advise your Admin regarding your status with the Durham Region Health Department. • If the Durham Region Health Department has advised that you must self-isolate, you must not report for work. • If you have a negative test result or do not become ill, the Durham Region Health Department will advise regarding your return to work. • If you receive a positive test or become symptomatic, you will begin accessing sick days (see instructions above).
You are sick or injured but it is not COVID-related.	<ul style="list-style-type: none"> • You will access sick days as per the usual process. • You will stay at home/return home. • If you are off for no more than 2 days in a row, you will call in sick/report your absence on SFE; no documentation is required. • If you are off for more than 2 days in a row, you will call in sick/report your absence on SFE AND you will need an Abilities Form completed by your doctor. • The Abilities Form is available at www.d13.osstf.ca/AbilitiesForm. • Send your completed Abilities Form to ShortTerm.Absence@ddsb.ca.