

Coronavirus Workplace Policy

January 1, 2023

As North American Business College continues to monitor the local, national and worldwide incidence of the coronavirus and the illness it causes, COVID-19, staff members and students are asked to review the following workplace policies and guidance. It is likely this information will change as the situation evolves and more becomes known. Questions may be directed to the College's Administration.

North American Business College's priorities in setting these workplace policies are to:

- Maintain a safe and healthy workplace, including minimizing the transmission of contagious disease;
- Sustain programs that are essential to our mission;
- Encourage an ethos of fairness, open communications and concern for the wellbeing of our staff and students.

Most Important Actions to Take Now

1.All staff and students are urged to take basic preventive measures to avoid exposure to or infection by the virus causing COVID-19.2.Those who can increase their preparedness to work and study remotely should do so now.3.Use discretion when choosing to visit nursing homes, older donors' homes, or anywhere there might be a high chance of interaction with seniors.4.If you feel sick at all, stay at home and monitor your symptoms.

Enhanced Workplace Policies North American Business College continues to place the highest priority on the health, safety and wellbeing of staff and students, while protecting the continuity of programs and essential functions. Toward that end, and effective immediately, North American Business College's workplace policies are being enhanced as follows. These policies will be revisited regularly as needed.

- North American Business College asks all staff and students who can work remotely to **prepare** to do so now. This will help the college be prepared to "scale up" workplace social distancing should it become necessary. North American Business College will inform employees and students immediately if the decision is made to move to remote work.
- If remote work is implemented, those who will continue to work and study at the college, will likely be advised to maintain physical distance from others of at least 6 feet .If they have an underlying health condition or concern, they may request a change in job duties, hours, etc. by contacting the Administration.

College Policies

- **Well Employees and Students:** Staff and students who are well are expected to attend as usual, are expected to attend unless they have been:
 - caring for someone with a confirmed case of COVID-19, in which case they are required to self-isolate;
 - in a CDC Level 3 area of concern;
 - instructed to refrain from attending work by public health officials.
 - instructed to refrain from attending work by North American Business College due to the closure of the offices.
- **Sick Employees and Students:** Anyone who has symptoms of respiratory illness MUST stay home and not come to the College until they are free of fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit taken by an oral thermometer. Those with concerns or questions about their illness or seeking advice about whether to come to work are invited to email the College Administration at info@nabcollege.ca. If anyone tests positive for COVID-19, they are required to self-quarantine and not come into the College until 14 days later.
- **Reporting Sick Time:** Staff members and students who are out sick or who are caring for sick dependents are asked to notify the Administration and are required to fill out Leave Requests upon their return.
- **Return to Work and Class :** In general, written medical clearance will not be required for return to the College. This is being done to avoid overtaxing health care resources.
- **Workers and Students at Higher Risk:** Employees and/or students who are at increased risk for complications from COVID-19 due to underlying health conditions are urged to consult their physician about steps they can take to protect their health. These may include requesting a temporary change in classroom hours, assignments, projects or implementation of additional protective measures to reduce their exposure to others or chances of being infected. If an employee or student is at risk for complications from COVID-19 and their physician agrees that increased social distancing in the workplace is prudent, the employee should contact the Administration to formally request a temporary change. North American Business College will confidentially evaluate the request, explore alternatives, and attempt to appropriately address the employee's or the student's health concerns while maintaining North American Business College's operations. A doctor's note may be required. Except for employees who formally request a change in job circumstances due to underlying health conditions, employees will

generally not be reassigned to new duties or roles or be provided with paid sick/release time solely to address concerns about the potential for COVID19infection.

- **Preparing for Increased Telework/Remote Work and Study:** Employees and students who can work effectively from home by telecommuting should make sure that they are prepared for the possibility of teleworking/tele studying possibly for a protracted period. This may entail getting remote access to voicemail and email. North American Business College can provide assistance in getting it set up on smartphones or through websites accessed on home computers. If public health conditions worsen, and/or North American Business College institutes stronger social distancing measures, some employees or students may be asked, given the option, or required to telecommute.
- **Essential Employees:** Some employees might be required to work in the office to provide services that are essential to the continuity or resumption of operations. Additional measures and policies to support these employees are being considered

•Potential Additional Policy Changes

If public health conditions worsen, North American Business College's workplace policies may be further amended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or North American Business College's priorities for pay continuity. Staff and students will be notified as necessary of such changes.

Update Your Contacts Employees and Students with computer/internet access are asked to make sure that personal and emergency contact information is up-to-date in the College's records. Please forward any additional contact information you feel is necessary.