



Notice to Employees - COVID-19

The Halifax Employers Association and the Council of ILA Locals for the Port of Halifax, in response to the global COVID-19 epidemic and on the advice of public health authorities and both the Federal and Provincial Governments, are adopting the following workplace measures effective immediately.

- Anyone who is experiencing the following symptoms should self-isolate immediately and call 811 for medical advice. A questionnaire is available at **811.novascotia.ca** to determine if you should contact 811. The coronavirus symptoms are: fever, cough, achiness, shortness of breath and breathing difficulties.
- Anyone who has recently returned from a foreign country **MUST** self-isolate for a minimum of 14 days from the date of return and will not be allowed in the workplace until 14 days have passed symptom free. Employees who are living with someone who is self-isolated should also self-isolate for 14 days from the date of return.
- All employees should notify the HEA if they have recently returned from a foreign country. A Record of Employment shall be provided for all such employees so that they may file a claim for Employment Insurance Benefits.
- Any employee who is obviously sick who reports to work may be sent home and directed to call 811 and/or seek medical attention.
- Wherever possible, employees should practice social distancing and keep a distance of at least 2 meters from other people.
- Employees should wash their hands frequently for a at least 20 seconds and avail themselves of hand sanitizer stations. The employers of labour are endeavouring to obtain and provide more stations as supplies become available. Employees should avoid coughing into their hands and should cough into their sleeve or a tissue covering their mouth and nose.
- With respect to the ILA 269 represented Cardboards and Dispatch List, the tracking of hours will cease at 08h00 on March 17, 2020 and will resume again at 08h00 on June 28, 2020. The accumulative hours for these members, up to and including March 16th will remain frozen until June 28, 2020.
- Given the affect that these requirements may have on the availability of labour in the Port we strongly encourage all Union members who are able to follow their regular orders, to do so. All Cardboard members and Dispatch list members are strongly encouraged to continue to work and support the industry.

- With respect to Foreign Vessels calling the Port, Transport Canada has initiated a procedure whereby they must identify any suspected illness with 96 hours of arrival and notify Port Authorities accordingly.
- Please comply with any personal protective measures put in place by the employer such as wearing gloves.
- Until further notice employees will not be required to use the hand scanners to gain entry and exit from Port facilities but must show Port or other valid ID.
- **Employees are strongly encouraged to avoid all international travel.**

We wish to thank all employees for your cooperation and understanding in these uncertain times and we will do our best to keep you updated on further developments as they arise.

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