



Notice to Employees - COVID-19

The Halifax Employers Association and the Council of ILA Locals for the Port of Halifax, in order to ensure employees are properly informed and protected in a manner that is responding, in a measured way, to the increasing risk levels of the spread of COVID-19 in the workforce, have agreed to implement the following response plan with colour coded levels of emergency response.

LEVEL	THREAT LEVEL	MEASURED RESPONSE
Level I Green Alert	Low – No active cases. Imposition of public health precautionary guidelines	<ul style="list-style-type: none"> • Emphasis on social distancing, self-isolation • Enhanced sanitization measures • Reduced equipment sharing • Employee tracking – Introduce log book for tracking contacts
Level II Yellow Alert	Moderate – Increased cases of self or mandatory quarantine. Evidence of growing community spread.	<ul style="list-style-type: none"> • Implement measures to reduce possible exposure by reducing the numbers of employees in the workplace
Level III Blue Alert	High – One or more cases of close contact requiring quarantine in workplace or a positive test for COVID-19	<ul style="list-style-type: none"> • Follow public health guidelines and order employees to self-isolate or quarantine as required • Further reduce the number of employees needed in the workplace to perform essential work • Strict limits on equipment sharing and improved sanitization efforts
Level IV Red Alert	Extremely High – One or more cases of confirmed COVID-19	<ul style="list-style-type: none"> • Follow public health guidelines and order employees to self-isolate or quarantine as required. • Implement measures to further segregate the workforce.

WE ARE CURRENTLY AT LEVEL 1 - LOW

The following measures continue to apply:

- **NEW:** Over the next week employees will be issued log books and are asked to keep a list of all employees they come in “close contact” with on a daily basis. This should include those who share equipment and the equipment number, lashing partners, maintenance people working together, those who may share vehicles. These log books will assist us in trying to track down possible exposures should that occur.

- 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 TESTS POSITIVE SHOULD IMMEDIATELY NOTIFY THE HEA OR THEIR EMPLOYER AND FOLLOW THE DIRECTIONS OF NOVA SCOTIA HEALTH AUTHORITY AND/OR PUBLIC HEALTH AUTHORITY. Your personal information will be kept confidential.**

Public Health investigates confirmed cases to identify and notify people who may have come in contact with an individual who has tested positive for COVID-19. Information/details about locations and circumstances of identified cases would only be provided publicly if there was a need and benefit to support efforts around contact identification.

- Anyone who has recently returned from a foreign country **MUST** self-quarantine for 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 or self-quarantined should also self-quarantine 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.

If you have already completed the [application for EI sickness benefits](#) whether you are sick or quarantined and would like to have the one-week waiting period waived, call the new toll-free phone number below. It is important to note that no other request will be actioned on this phone line. We will take action only for sick or quarantined clients affected by the COVID-19 for which the application for sickness benefits has been filed.

- Telephone: 1-833-381-2725 (toll-free)
- Teletypewriter (TTY): 1-800-529-3742

If you are experiencing symptoms such as cough, fever, difficulty breathing or you are in self-isolation or quarantine, do not visit or enter any Service Canada office. As an alternative, you may access our services online or by calling 1 800 O-Canada.

- Any employee who is obviously sick who reports to work may be sent home and directed to seek medical attention.
- **EVERYONE MUST** practice social distancing **wherever possible** and keep a distance of at least 2 metres from other people. **Employees must comply with the directions in place at the workplace of the Employer with respect to wearing PPE, cleaning of equipment, mustering points and taking breaks and meals periods in your equipment or personal vehicles. Employees should not congregate in hot rooms.**
- The Hiring Halls have imposed rules which must be followed with respect to how many people may be in them at one time.
- 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. **This situation will continue to be reviewed by the Joint Contingency Planning Committee and changes may be made if required.**
- 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.
- 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.
- 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. Union and Cardboard employees entering Ocean Terminals can do so by entering through the turnstile at Pier 25 by simply waving their ID over the new scanner. Bullpen must still enter through the main gate.

Nova Scotia declares State of Emergency – What It Means For Us?

- The restriction for no gatherings greater than 5 people only applies to social settings not commercial operations.
- Healthy transportation workers (including Port Workers as far as we have been informed) are exempt from the requirement to self-isolate or self-quarantine when they enter Nova Scotia from another province.
- Port Workers and other transportation workers provide an “essential” service in maintaining the supply chain. As such they are required to “practice social distancing of two metres or 6 feet to the best of their ability, closely self-monitor, and must self-isolate or self-quarantine should they exhibit any COVID-19 symptoms (onset of cough, fever, or shortness of breath).

- Definitions contained in the Health Order;

In this Order,

(a.) "self-isolation" means the requirement of any person who has COVID-19 to remain separate from others in such places and under such conditions so as to prevent or limit the direct or indirect transmission of COVID-19.

(b.) "self-quarantine" means the requirement of any person who has been exposed or may have been exposed to COVID-19 during its period of communicability to restrict that person's activities in order to prevent disease transmission during the incubation period for this disease.

A Joint Contingency Planning Committee has been established and has been meeting regularly to review the situation as it develops. Employees will receive regular communications which can also be found on the HEA website www.halifaxemployers.com under the Employee Relations tab.

Thank you for your continued cooperation and please do your best to follow these directions and stay safe.

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