



VIA Rail Canada – Procedure Crisis Management Plan / Pandemic - 01  
**Procedure concerning the Isolation of Employees**  
In support of the Title of Policy

**Procedure owner:**

**Bruno Riendeau**  
Safety & Environment

**Effective date:**

May 12, 2020

## 1 OBJECTIVE

Implement an employee self-isolation process during a pandemic in order to ensure the health and safety of our employees, passengers and the public and, from a risk management perspective, limit the spread of a virus (e.g. COVID-19) or other infectious agents.

## 2 SCOPE

This procedure applies:

- During a pandemic with an infectious agent as declared by the World Health Organization; or a state of sanitary emergency as declared by a federal, provincial or municipal Public Health Authority.
- To all permanent and contract employees of VIA Rail Canada Inc.

## 3 DEFINITIONS

**Self-Monitoring**

- Monitor yourself for symptoms of contamination to an infectious agent (e.g. COVID-19)  
Note: The symptoms to infectious agents are those determined by the Public Health Agency of Canada

**Self-Isolation**

- Stay at home and monitor yourself for symptoms, even if mild, for 14 days;
- Avoid close contact with other people to help prevent the spread of disease in your home and in your community in the event you become symptomatic.

**Isolation**

- Stay at home until your Public Health Authority advises you that you are no longer at risk of spreading the virus to others;
- Avoid contact with other people to help prevent the spread of disease in your home and in your community, particularly people at high risk of severe illness outcomes such as older adults or medically vulnerable people.

**Being (or having been) in contact**

- Having a history of possible exposure to an infectious agent (e.g. Novel coronavirus) due to travel outside of Canada; or
- Being or having been in close contact with an infected person.

**Close contact**

- An employee working directly with an individual on the same task or assignment, having been close enough to have breached the 2-metre social distancing requirement;
- A person living in the same household;
- A person having had direct physical contact with a person (e.g. shaking hands);



- A person having unprotected direct contact with secretions of a person (e.g. being coughed on, touching used paper tissues with a bare hand);
- A person having had face-to-face contact with a person within 2 metres
- A person who was in a closed environment (e.g. locomotive cab, classroom, meeting room, hospital waiting room, etc.) with a person at less than 2 metres;
- A person providing direct care to a person without recommended personal protective equipment (PPE) or with a possible breach of PPE;
- Contact with a person in a train sitting within two seats (in any direction), travel companions or persons providing care, and crew members serving in the section of the train where a person seated (if severity of symptoms or movement of the case indicate more extensive exposure, passengers seated in the entire section of the train may be considered close contacts).

Note: Any other scenario of potential “close contact” (e.g. Employee informed by a federal or provincial public health authority of having been in the same location (store, public transit, etc.) as a confirmed case of COVID-19) does not meet the definition of close contact, however must be considered by the Director responsible for the workplace when rendering a decision on self-isolation and return to work.

- Infected person**
- Having been diagnosed with contamination to a virus or other infectious agent or are waiting for the results of a lab test for an infectious agent (e.g. COVID-19).

\*Based on Public Health Agency of Canada definitions: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/self-monitoring-self-isolation-isolation-for-covid-19.html>

## 4 ROLES AND RESPONSIBILITIES

### Employees

- Follow the recommendations, procedures and guidelines of public health agencies and the employer to ensure their health and safety and that of others;
- Contact your manager immediately if you experience symptoms associated with an infectious agent (e.g., COVID-19);
- Contact your manager immediately if you do not have symptoms associated with an infectious agent, but meet one of the criteria developed in the procedure:
  - Have a history of possible exposure to an infectious agent (e.g. COVID-19) within the last 14 days.
  - Have a history of possible exposure to an infectious agent (e.g., COVID-19) as a result of travel outside of Canada.
  - Have been in close contact with an infected person.
  - Are an infected person



## Immediate Supervisor

- Apply the procedure when informed by an employee according to the criteria;

## Enterprise Risk Management Team

- Follow up on emerging epidemic threats
- When an epidemic threat is susceptible to affect VIA Rail, works in collaboration with the Operational Risk Management team and the Employee Experience team to revise this procedure to ensure its pertinence.

## 5 PROCEDURE

### 5.1 Self-Monitoring

1. The employee must follow the recommendations, procedures and guidelines of the public health authorities and the employer to ensure their health and safety and the health and safety of others.
2. The employee must be alert to the signs and symptoms of personal contamination with an infectious agent by conducting self-monitoring.

For signs and symptoms of infection with an infectious agent, refer to the Public Health Agency of Canada website: <https://www.canada.ca/en/public-health/services/diseases.html>

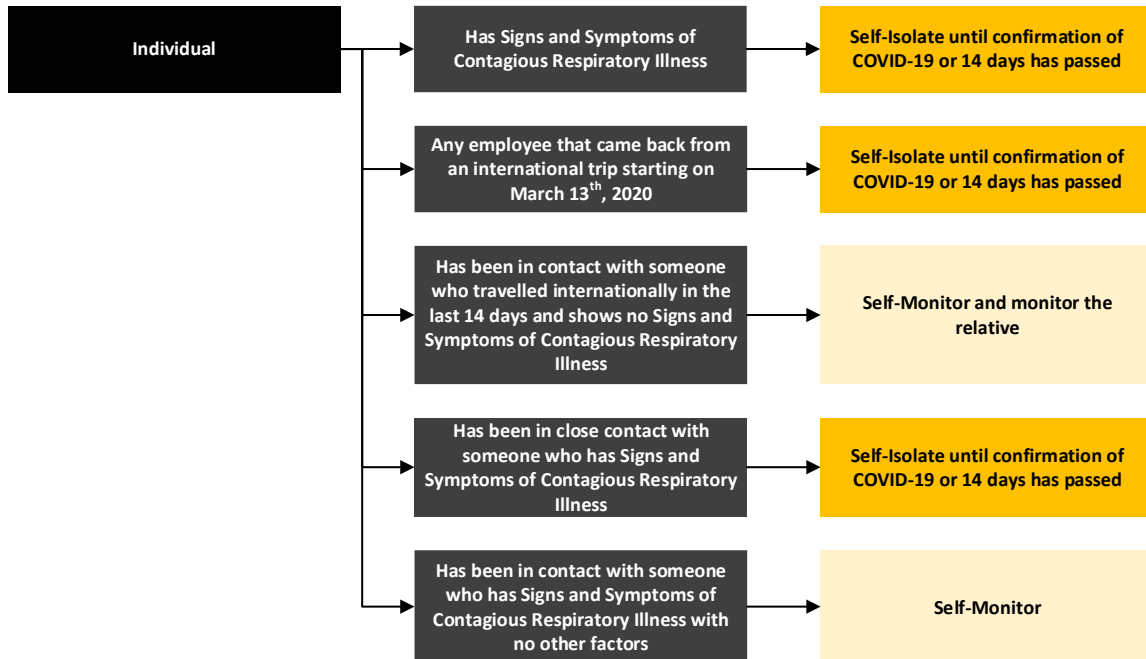
Example for coronavirus disease (COVID-19): <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html>

### 5.2 Communication with your supervisor

1. The employee must immediately contact his/her manager if he/she meets one of the following criteria:
  - a. Presents signs and symptoms associated with an infectious agent (e.g. COVID-19);
  - b. Does not have signs and symptoms associated with an infectious agent, but has a history of possible exposure to an infectious agent (e.g. COVID-19) within the past 14 days;
  - c. Does not have signs or symptoms associated with an infectious agent, but has a history of possible exposure to an infectious agent (e.g., COVID-19) following travel outside of Canada;
  - d. Does not have signs or symptoms associated with an infectious agent, but has a history of possible exposure to an infectious agent (e.g., COVID-19) by being in close contact with someone who travelled outside of Canada;
  - e. Has been advised by a federal or provincial public health authority that has been in the same location (e.g. Store, public transit) as a person with an infected person;
  - f. Has been in close contact with an infected person;
  - g. Is an infected person
2. The employee must immediately implement and follow the instructions issued by the supervisor in accordance with this procedure.

### 5.3 Supervisor's assessment of the actions to be taken

1. When notified by an employee as per section 5.2, the supervisor must use the following decision tree to identify the type of action to be taken by the employee:



2. The supervisor must communicate to the employee verbally and subsequently in writing the action that the employee must take to ensure the health and safety of himself or herself and others.
3. The supervisor must maintain contact with the employee to offer support.

### 5.4 Recording and updating the employee's status in the COVIDTracker system

1. The supervisor must document and maintain the employee's status in the COVID Tracker system by assigning one of the following 4 statuses (please refer to "Job Aid" on the COVIDTracker in Appendix A):
  - a. Employee in self-isolation but without signs and symptoms
    - i. The employee has been in contact with a person showing signs and symptoms of a contagious respiratory disease
    - ii. The employee has returned from a trip outside Canada since March 13, 2020
  - b. Employee in self-isolation with symptom
    - i. The employee has signs and symptoms of a contagious respiratory disease
  - c. Employee with confirmed COVID-19 infection
  - d. Employee is cured of COVID-19 infection
    - i. The employee no longer shows signs or symptoms of a contagious respiratory illness



## 5.5 Employee returning to work after completing the Self-Isolation period

**NOTE:** If the employee is returning to work following self-isolation due to a Confirmed Case (tested positive for COVID-19) or a Probable Case (suffering from symptoms of COVID-19) you must refer to **section 5.7 Return to Work** of the [Probable or Confirmed Case procedure](#).

1. The employee must communicate with his/her supervisor to advise of the completion of the 14-day self-isolation period.
2. The supervisor must use the CovidTracker to confirm that the employee completed the 14-day period.
3. The supervisor must complete the Employee Return to Work Checklist (refer to Appendix B) with the employee.
  - a. If the employee confirms that he/she has no signs or symptoms, was not in close contact with a person with signs or symptoms, that has returned from international travel or that has a confirmed or probable case of COVID-19, the employee can return to work;
  - b. In any other case, the employee must remain in self-isolation for a new period of 14 days.

## 6 SUPPORTING DOCUMENTS

### 6.1 Appendices

The procedure is accompanied by the following appendices:

**Appendix A:** Job Aid COVIDTracker  
**Appendix B:** Employee Return to Work Checklist

### 6.2 Associated procedures and guidelines

- a. Questions & Answers (Knowledge Centre)
- b. Applicable Remuneration Rules (Knowledge Centre)

### 6.3 Resources

Public Health Agency of Canada site.

## 7 REFERENCES

- N/A

## 8 REQUESTS FOR INFORMATION

Questions regarding the interpretation of this procedure should be referred to the Enterprise Risk Management team, at the attention of:



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## 9 APPROVAL AND AMENDMENT HISTORY

The person responsible for the instrument must review it once a year.

### 9.1 Approval

Procedure version 1.2 has been approved and is effective as of the following date:

**Bruno Riendeau, Safety & Environment**  
\_\_\_\_\_  
**Approving Authority**

May 12, 2020  
\_\_\_\_\_  
**Date**

### 9.2 Change History

Version	Description of the main changes	Effective Date
1.0	<i>New procedure</i>	March 19, 2020
1.1	<i>Added Appendix B - Employee Return to Work Checklist</i>	March 30, 2020
1.2	<i>Minor changes to text</i>	April 16, 2020
1.3	<i>Added Note in Section 5.5 to ensure alignment with Work Confirmed Case Return to work process</i>	May 12, 2020