

26 May 20

## FMFCB Interim CO's Direction on Vulnerable Persons and Childcare Issues

Refs.: A. CDS/DM Directive for the Resumption of Activities, 12 May 20

B. FMF 3555-1600-1 (OM/RDIMS 1063256), Tasking Order – FMF Cape Breton Limited Business Resumption Plan (BRP), 20 May 20

C. Message from Deputy Minister Regarding COVID-19, 16 Mar 20

1. The Deputy Minister of National Defence (DM) and Chief of Defence Staff (CDS) issued their directive to guide limited business resumption at ref A. My order at ref B details business resumption at FMFCB.

### Vulnerable Persons

2. Ref A requires that employees speak with a health care provider to assign appropriate medical employment limitations prior to their return to work if they consider that an individual medical concern renders them, or their dependent, particularly vulnerable to COVID-19. Ref B repeats this requirement as direction to FMFCB personnel. However, neither reference stipulates the details of how this is to be achieved. Furthermore, ref A also directs ADM(HR-CIV) to produce policy on how to implement this direction. Ref C had authorized *other leave with pay* (Code 0699) in line with collective agreements if no alternative is available

3. CO's Interim Direction. As such, the following direction is to be followed by FMFCB civilian and military employees until I issue further direction. This interim direction will likely be in place at least until ADM(HR-CIV) policy is issued:

- a. Inform your manager if you consider yourself, someone in your household, or someone for whom you are directly responsible to provide care, particularly vulnerable to COVID-19. Inform your manager as soon as possible, but no later than on the date that you are informed of your return-to-work date;
- b. Inform your manager of the limitations that you consider would be needed to protect you or your vulnerable household members or dependents from COVID-19, which may include remaining at home;
- c. Your manager will, if possible, ensure you are accommodated. If the accommodation requires you to stay at home, your manager will direct you to:
  - i. Work from home, if this is possible;
  - ii. Request '699 Other leave with pay' (for civilians); or

- iii. Request direction to remain in a 'Protect' state at home (for military members).

### Childcare Issues

4. It will likely be difficult for employees to arrange for childcare, given limited school openings and limitations on daycare, despite some parents continuing to work from home. Ref C authorizes *other leave with pay* (Code 0699) if no alternative is available.

5. CO's Interim Direction. As such, the following direction is to be followed by FMFCB civilian and military employees until I issue further direction, which may occur if further guidance is provided by higher authorities:

- a. Inform your manager as soon as possible if you anticipate having childcare issues, but no later than on the date that you are informed of your return-to-work date;
- b. Managers are to work with employees to accommodate childcare issues, for example by authorizing flexible work hours or shift work, as appropriate;
- c. If these measures are not able to accommodate the requisite work daily work hours, your manager will direct you to:
  - i. Work from home, if this is possible;
  - ii. Request '699 Other leave with pay' (for civilians); or
  - iii. Request direction to remain in a 'Protect' state at home (for military members).

### Implementation

6. This direction will be in force for employees directed to work onsite from 1 Jun 20 onward, and until further direction is given.