



University of Manitoba Temporary Foreign Worker Employer Compliance Procedure

- 1) Each faculty/department/unit should designate one person to be in charge of this procedure (and perhaps a back-up if they are ill or absent)

- 2) Upon confirmation of hiring a new foreign national who is currently outside of Canada the faculty/department/ unit designate should send this link to the new employee and tell them to become familiar with their responsibilities when entering Canada during the COVID 19 pandemic.
(<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html#ua>). This information must be provided to the worker in writing or verbally before their first day of quarantine. The information can be obtained in other languages if necessary here (email: phac.covid19.aspc@canada.ca)
 - a. The individual must go directly to their place of quarantine upon arriving in Canada without stopping anywhere and self- isolate for 14 days
 - b. They must monitor their health for signs and symptoms of COVID 19
 - c. They must arrange for someone to obtain groceries and medication for them
 - d. They must not have any visitors
 - e. If they go outside it must be on their own balcony or in their yard or other non-public space
 - f. They must keep 2 meter distance from others
 - g. IF THEY DEVELOP SYMPTOMS WITHIN 14 DAYS THEY MUST:
 - i. Isolate themselves from others
 - ii. Immediately call a health care professional or public health authority to describe their symptoms and travel history and then follow all instructions given (Health Links – Info Santé ([204-788-8200](tel:204-788-8200) or toll-free at [1-888-315-9257](tel:1-888-315-9257)).
 - iii. Extend their quarantine to 14 days following the appearance of symptoms

- 3) Once they have reviewed the responsibilities the faculty delegate must check in with the candidate to see if they have a plan for all of the points listed before they come to Canada. If they do not have a plan it is the employer’s responsibility to assist with arrangements to ensure that the worker can abide by all criteria of the Quarantine act including making arrangements for access to food/medicine or supplies. Costs associated with this are the candidate’s expenses. Arrangements should be made to ensure that payments for these are discussed and arranged in advance.

*If a UM staff member is assisting with access to food and medicine or supplies all reasonable efforts should be made to ensure that this is done during regular UM working hours. Normal mileage expense policy and procedures apply.

- 4) The candidate is considered an employee from the first day they enter Canada and obtain their work permit. This is when their 14 day self-isolation period begins. During which time they must be paid as employees (as

per their letter of offer) and given access to any benefits to which they are entitled. They can apply for a SIN online so that they can be paid.

- 5) The employee **cannot** do any work during their 14 day period of self-isolation from home, even if they request to do so. The only exemptions to this are those deemed essential by the Chief Public Health Officer.
- 6) The designated faculty/department/unit contact must monitor the health of the employee daily and keep records via phone/text/email. Email is preferred due to the paper trail, you must ask the individual if they have any symptoms every day during their self-isolation and contact local health officials should they become symptomatic at any time. The faculty/department/ unit delegate should keep this documentation and then provide it to their human resources consultant when the individual has completed their period of self-isolation. To assist with this a Daily Screening Tool is provided at the end of this document.
- 7) The employer must also report any violation of the Quarantine act to local law enforcement (ie: the new worker goes shopping before their self-isolation period is over)

If you have any questions on this procedure please contact the PGME office and they will be happy to assist.

Daily Screening Tool – During Quarantine

1. Do you or the person you are inquiring about have any of the following symptoms: severe difficulty breathing (e.g., struggling for each breath, speaking in single words), chest pain, confusion, extreme drowsiness or loss of consciousness?

Yes No

2. Do you or the person you are inquiring about have shortness of breath at rest or difficulty breathing when lying down?

Yes No

3. Do you have a new onset of any of the following symptoms: fever/chills, cough, sore throat/hoarse voice, shortness of breath, loss of taste or smell, vomiting, or diarrhea for more than 24 hours and if the patient is an infant, poor feeding and lethargy?

Yes No

4. Do you have a new onset of 2 or more of any of the following symptoms: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause or nausea or loss of appetite?

Yes No

5. Have you been in contact in the last 14 days with someone that is confirmed to have COVID-19?

Yes No

If you develop symptoms of COVID-19 as listed in this screening tool, you should be tested. For the testing site nearest you, please visit gov.mb.ca/covid19/locations.html.

For more information about caring for yourself at home and self-isolating, visit: manitoba.ca/covid19/factsheets.

If you have more questions, please call Health Links-Info Santé in Winnipeg at [204-788-8200](tel:204-788-8200); toll free elsewhere in Manitoba [1-888-315-9257](tel:1-888-315-9257).