

I am not able to come to campus, but I am not unwell. What should I do next?

At times, employees may not be able to fulfill their work obligations. In these instances, employees at King's may consider leaves that are available through their Terms and Conditions with their Association, in addition to those offered through the Employment Standards Act. Specifically, unpaid leaves may be requested if an employee needs to be away from work for a period of time for personal reasons, related to the COVID-19 virus. If an accommodation is required, please connect with your leader (i.e. Dept Chair, VP, Manager or Supervisor) and contact Human Resources at hr@kings.uwo.ca or (519) 433-3491, to begin the accommodation process.

Public Health Requirement:

Employees may be unable to come to campus due to a public health requirement to self-isolate, please follow the direction provided by public health. The employee need to connect with their supervisor and/or Human Resources regarding the direction they have been provided. If there is a need for a child to have to isolate due to a COVID case at their school, it is recommended that you follow the directions given to you by public health and communicate with your leader (i.e. Dept Chair, VP, Manager or Supervisor).

Accommodations due to illness, injury or disability:

Where an employee requires an accommodation, Human Resources will work with the employee and ensure all necessary medical documentation has been received and then work with the department on necessary accommodations. In some cases, the most appropriate accommodation solution will be a sick leave absence if the implementation of an at-work accommodation cannot enable the employee to fulfill their essential duties of their role.

Other accommodations:

Individuals may face additional challenges whether this is due to a change in work location, maintaining isolation, vulnerable population* (whether personal or those of an immediate family member) or managing multiple responsibilities such as balancing dependent care with conflicting priorities.

*Vulnerable populations may include:

- Older adults
- People at risk, due to underlying medical conditions (e.g. heart disease, hypertension, diabetes, chronic respiratory diseases, cancer)
- People at risk, due to a compromised immune system from a medical condition or treatment (e.g. chemotherapy)

Regardless of an employee's work location, they are encouraged to connect with their leader (i.e. Dept Chair, VP, Manager or Supervisor) to discuss appropriate adjustments to their work plan that meets both their needs while enabling them to fulfill work commitments.

School closures and child care:

As a result of school closures, employees returning to campus who have children requiring care should attempt to find alternate care, or consider a work from home arrangement, if possible. Children should not accompany employees in the workplace as an alternate to finding care.

Alternatively, employees may wish to consider other leaves available in addition to those offered through the Employment Standards Act. Specifically, unpaid leaves may be requested if an employee's needs to be away from work for a period of time for personal reasons, related to the COVID-19 virus.