



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

House of Commons – Urgent Notification

Status update 10 for House Administration employees – COVID-19 (April 17)

The House will sit on Monday, April 20, at 11:00 a.m., as scheduled. For this sitting, normal service levels will not be required. Managers will advise specific employees needed on site to maintain services for Members. Any further information about the sitting calendar will be shared when available. Virtual committees are continuing, with six committees now having permission to meet remotely.

Take some time to read the COVID-19 special edition of *The Commoner*:

www.ourcommons.ca/thecommoner

Qs and As for employees continue to be updated: www.ourcommons.ca/COVID19answers. Speak with your manager if you have any questions. Support services are available 24/7 through the Employee and Family Assistance Program (1-800-663-1142).

Reminders, if you are required to work on site:

- Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational nurse, at 613-794-7522 if you have recently been in the workplace.
- Always follow physical distancing and public health guidelines. Wash your hands often.
- All buildings are open and secure. Access the Confederation Building via the bus entrance on Vittoria Street—the main entrance on Wellington Street will be closed as of 6:30 a.m. on Monday, April 20.

Ce message est aussi disponible en français : www.noscommunes.ca/COVID19

Status update 9 for House Administration employees – COVID-19 (April 9)

As announced by the Speaker and Clerk, the House will be recalled on Saturday, April 11 at 12:15 p.m. For this sitting, normal service levels will not be required. Managers will advise specific employees needed on site to maintain services for Members.

The HoC's first videoconference committee meeting took place today. The Crisis Management Team wants to thank everyone who made this possible. Appreciation is also extended to all teams who are ensuring that necessary work is continuing despite the current circumstances. As an example, the end of the fiscal year is an exceptionally busy time for Finance Services and we are grateful for the agility of employees who are completing this work as planned.

Updated Qs and As are available for employees: [www.ourcommons.ca/COVID19answers with new information on pay and benefits](http://www.ourcommons.ca/COVID19answers%20with%20new%20information%20on%20pay%20and%20benefits).

[For employees who are or will be working on site, please remember:](#)

- If you are sick with flu-like symptoms, stay home. If you have recently been in the workplace, please inform your manager and contact Jacqueline Biron, occupational nurse, at 613-794-7522.
- Always follow physical distancing and public health guidelines. Wash your hands often.
- If you need to park on site, please contact Parking Administration (parking@parl.gc.ca) to register your vehicle and receive more information.

Ce message est aussi disponible en français : www.noscommunes.ca/COVID19

Status update 8 for House Administration employees – COVID-19 (April 3)

The Crisis Management Team appreciates the commitment and flexibility of all employees. This week's accomplishments include the first virtual committee meetings.

When the House is recalled, normal service levels will not be required to support the sitting. Managers will advise specific employees needed on site to maintain services for Members.

Please continue to telework whenever possible and follow the directions of your manager or supervisor.
Reminders:

- HoC employees who are working on site are advised that showing their HoC identification card will permit interprovincial travel. Please also carry personal identification for proof of residence.
- If you are sick with flu-like symptoms (fever, cough, shortness of breath or runny nose), please stay home and self-isolate for 14 days or until 24 hours AFTER symptoms have FULLY resolved, whichever is longer.
- If you exhibit flu-like symptoms or symptoms of COVID-19 and have recently been in the workplace, please inform your manager or supervisor, and also contact Jacqueline Biron, occupational nurse, at 613-794-7522.
- Always follow physical distancing guidelines.
- Wash your hands often with soap and water (or use hand sanitizer).

- Avoid touching your mouth, nose and eyes before washing your hands.
- If you do cough or sneeze, cover your mouth and nose with a tissue, then throw the tissue in the trash and wash your hands (or use your elbow or shoulder if no tissue is available).
- Many buildings are in weekend mode. All buildings remain open and secure.

If you need support, please reach out to your supervisor, manager or the Employee and Family Assistance Program (1-800-663-1142). Qs and As for employees:

www.ourcommons.ca/COVID19answers.

Status update 7 for House Administration employees – COVID-19 (April 1)

Further to the announcement that there will be restrictions on interprovincial travel for non-essential reasons, HoC employees who are working on-site are advised that showing their HoC identification card will permit travel. Please also carry personal identification for proof of residence.

Please continue to telework whenever possible and follow the directions of your manager or supervisor. Here are some important reminders:

- If you are sick with flu-like symptoms (fever, cough, shortness of breath or runny nose), please stay home and self-isolate for 14 days or until 24 hours AFTER symptoms have FULLY resolved, whichever is longer.
- If you exhibit flu-like symptoms or symptoms of COVID-19 and have recently been in the workplace, please inform your manager or supervisor, and also contact Jacqueline Biron, occupational nurse, at 613-794-7522.
- In keeping with public health recommendations, always follow physical distancing guidelines:
 - avoid crowded places and non-essential gatherings;
 - avoid common greetings, such as handshakes;
 - keep a distance of at least two arm-lengths (approximately two metres) from others.
- Wash your hands often with soap and water for at least 20 seconds (or clean your hands often with an alcohol-based hand sanitizer).
- Avoid touching your mouth, nose and eyes before washing your hands.
- If you do cough or sneeze, cover your mouth and nose with a tissue, then throw the tissue in the trash and wash your hands (or use your elbow or shoulder if no tissue is available).
- The House has protocols in place to help ensure health and safety in our workplace.
- Many buildings are in weekend mode. All buildings remain open and secure.

Updated information is available for employees, including on bringing home equipment and expiring access cards: www.ourcommons.ca/COVID19answers.

Status update 6 for House Administration employees – COVID-19 (March 27)

The House has protocols in place to help ensure health and safety in our workplace. These protocols were developed in partnership with public health officials and are being followed in the event of a COVID-19 diagnosis for an employee, visitor or satellite building occupant. These protocols cover sanitation, communication and contact tracing.

Please continue to use telework whenever possible and follow the directions of your manager or supervisor. Here are important reminders if you are working on-site:

- If you are sick with flu-like symptoms (fever, cough, shortness of breath or runny nose), please stay home and self-isolate for 14 days or until 24 hours AFTER symptoms have FULLY resolved, whichever is longer.
- If you exhibit flu-like symptoms or symptoms of COVID-19 and have recently been in the workplace, please inform your manager or supervisor, and also contact Jacqueline Biron at 613-794-7522.
- In keeping with public health recommendations, always follow physical distancing guidelines:
 - avoid crowded places and non-essential gatherings;
 - avoid common greetings, such as handshakes;
 - keep a distance of at least two arm-lengths (approximately two metres) from others.
- Wash your hands often with soap and water for at least 20 seconds (or clean your hands often with an alcohol-based hand sanitizer).
- Avoid touching your mouth, nose and eyes before washing your hands.
- If you do cough or sneeze, cover your mouth and nose with a tissue, then throw the tissue in the trash and wash your hands (or use your elbow or shoulder if no tissue is available).
- Many buildings are in weekend mode. All buildings remain open and secure.

Updated questions and answers are available for employees: www.ourcommons.ca/COVID19answers

The Crisis Management Team would like to thank all employees for a very productive week, despite the current circumstances.

Status update 5 for House Administration employees – COVID-19 (March 23)

For the House sitting on March 24, 2020, a minimum number of employees will be working on site. Increased cleaning measures are in place and disinfectant wipes are being distributed to front-line staff and service areas.

Here are important reminders for all employees who are working on site:

- If you are sick with flu-like symptoms (fever, cough, shortness of breath or runny nose), please stay home and self-isolate for 14 days or until 24 hours AFTER symptoms have FULLY resolved, whichever is longer.

- If you exhibit flu-like symptoms or symptoms of COVID-19 and have recently been in the workplace, please inform your manager or supervisor, and also contact Jacqueline Biron at 613-794-7522.
- In keeping with public health recommendations, always follow social distancing guidelines:
 - avoid crowded places and non-essential gatherings;
 - avoid common greetings, such as handshakes;
 - limit contact with people at higher risk, such as older adults and those in poor health; and
 - keep a distance of at least two arm-lengths (approximately two metres) from others.
- Wash your hands often with soap and water for at least 20 seconds (or clean your hands often with an alcohol-based hand sanitizer).
- Avoid touching your mouth, nose and eyes before washing your hands.
- If you do cough or sneeze, cover your mouth and nose with a tissue, then throw the tissue in the trash and wash your hands (or use your elbow or shoulder if no tissue is available).

Many buildings are in weekend mode: employees may need to show their ID card to enter and will be signed in by security. This is to help protect employees who are working in the buildings. All buildings remain open and secure.

Status update 4 for House Administration employees – COVID-19 (March 20)

The Crisis Management Team continues to meet to monitor this unprecedented situation. It is prioritizing the health and safety of those reporting to work and ensuring the necessary services for Members and the House of Commons. Employees are continuing to provide exceptional support and services, finding alternative strategies and balancing demands at home and at work.

As the number of diagnosed COVID-19 cases continues to rise in Ottawa, the House has protocols in place, developed in partnership with Ottawa Public Health, to help ensure health and safety in our workplace. These include sanitation and contact tracing if an employee or visitor is diagnosed with COVID-19. Employees who may have been in close contact with affected individuals will be informed so that they may monitor their health. This protocol was followed this week when two possible cases were identified.

Employees who are working on site are reminded that many buildings are in weekend mode: employees may need to sign in or show their ID card to enter. All buildings remain open and secure.

There continues to be no change to the House Administration's human resources approach as announced on Monday, March 16. If you are not sure what you should do, please contact your manager and follow the advice of public health.

If you need support during this difficult time, please reach out to your supervisor, manager or the Employee and Family Assistance Program (1-800-663-1142). Questions and answers are available for employees at www.ourcommons.ca/COVID19answers.

Status update 3 for House Administration employees – COVID-19 (March 18)

When the House will be recalled to deal with the response to the COVID-19 pandemic, normal service levels to support the sitting will not be required. Managers will advise specific employees needed on site to maintain services for Members.

The House Administration is carefully prioritizing its activities to provide necessary services. All efforts are being made to minimize the number of employees who need to report to work in order to comply with social distancing requirements and the latest recommendations by public health authorities. Other preventative measures are in place within the Parliamentary Precinct, including increased cleaning measures.

There is currently no change to the House Administration's human resources approach as announced on Monday, March 16.

- Please continue to use telework whenever possible and follow the directions of your manager or supervisor.
- If your function cannot be carried out remotely or if you are unable to report to work for reasons related to COVID-19, such as school or daycare closures or a need to self-isolate, you will be granted "other leave with pay."

Please access the network as you would for telework. Skype for Business is also available as a work tool.

If you are working on site in the Precinct or in a satellite building, you will likely be asked to sign in.

We know that employees have a number of questions during this difficult time. Questions and answers are available at www.ourcommons.ca/covid19answers.

The House of Commons Crisis Management Team is continuing to work together to support employees. Our first priority is to protect the health and safety of our employees and to mitigate the impact of COVID-19. Please reach out to your manager, supervisor or the Employee and Family Assistance Program if you need support.

Status update 2 for House Administration employees – COVID-19 (March 16)

Further to the message issued to House Administration employees at 7:30 am, Monday, March 16:

The House of Commons Crisis Management Team continues to closely monitor the rapidly evolving COVID-19 pandemic. Our first priority is to protect the health and safety of our employees and to mitigate the impact of COVID-19. We are in regular communication with the Public Health Agency of Canada (PHAC) and Ottawa Public Health (OPH) to ensure that we are receiving the most current information and guidance.

As of today, Monday, March 16:

- The House Administration is still in operations and prioritizing its activities to maintain essential services to Members.

- Only employees required to maintain essential services for Members should report to work. Your manager will advise you if you are required to report to work.
- Employees who do not need to report to work should telework if possible.
- Employees who do not have the capacity to telework or are unsure of their status should contact their manager.
- Employees who cannot work for reasons related to COVID-19, such as school or daycare closures or a need to self-isolate, should contact their manager.

On teleworking: Network capacity is being closely monitored. Please access the network as you typically would for telework.

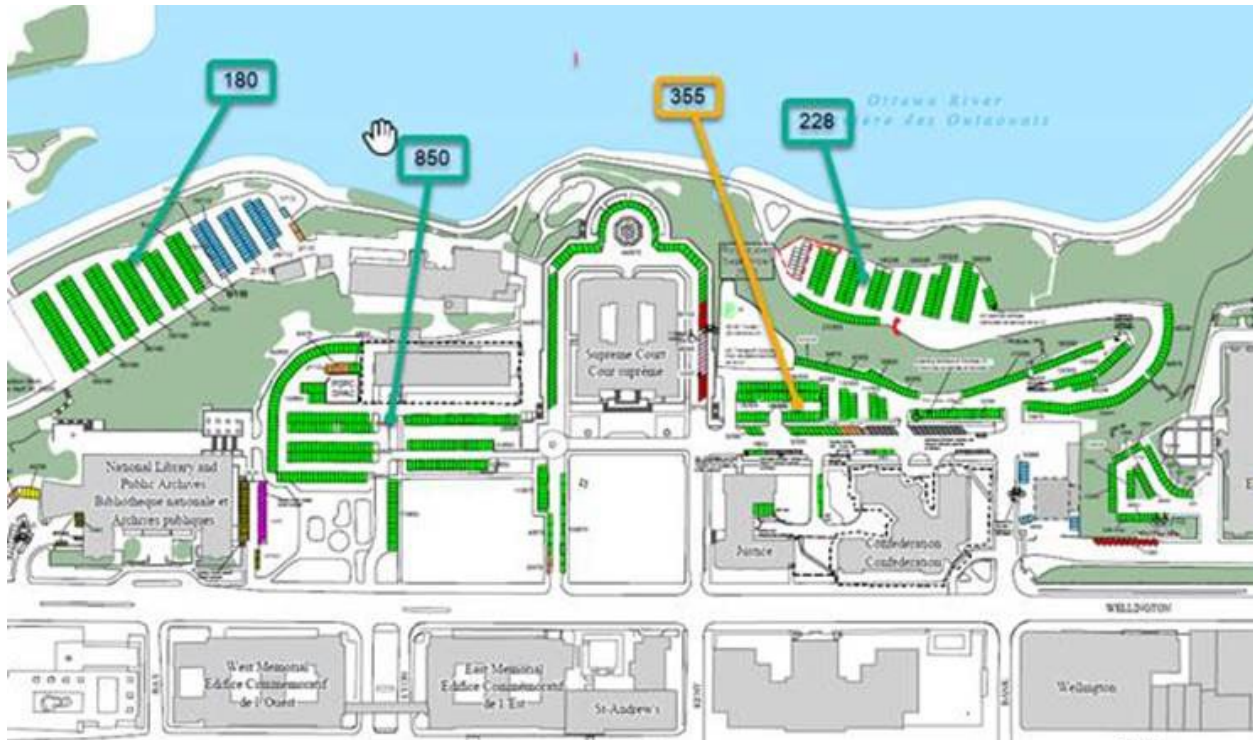
On leave: If your function cannot be carried out remotely or if you are unable to report to work for reasons related to COVID-19, such as school or daycare closures or a need to self-isolate, you will be granted "Other leave with pay."

On parking: Parking is available in the precinct for employees who are asked to report to work. This parking is available in zones 180, 228, 850 or Zone 355 if the other zones are full. If you do not have a parking pass, please contact Parking Administration with your vehicle information (parking@parl.gc.ca or 613-992-1205).

Services are available from the Employee and Family Assistance Program (EFAP) at 1-800-663-1142. The EFAP provides confidential and immediate support to promote the well-being of employees and their families.

Updated information for employees will be posted on ourcommons.ca/COVID19 and 991-INFO will be updated. Please check for updates daily.

Your management team is working together to support employees during this period of the COVID-19 pandemic. Please reach out to your manager or supervisor if you need support.



Status update 1 for House Administration employees – COVID-19 (March 16: 7:30 am)

The House of Commons Crisis Management Team is closely monitoring the rapidly evolving COVID-19 pandemic. The current situation is unprecedented and our first priority is to protect the health and safety of our employees. We are in communication with the Public Health Agency of Canada (PHAC) and Ottawa Public Health (OPH) to ensure that we are receiving the most current information and guidance.

Further to the latest recommendations by public health authorities, House Administration employees are advised that as of today, Monday, March 16:

- All employees who can telework should do so;
- Only essential employees who cannot telework should report to work. Parking is available in the precinct for these employees. Please arrive via Vittoria Street where your ID card will be validated by Parking staff and you will have access to a parking spot;
- Employees who do not have the capacity to telework and are not designated essential, or are not sure of their status, should contact their manager.

More direction will follow on access to the network while teleworking. Employees supporting essential services will be given priority.

Please contact your manager if you cannot come to work or telework for reasons related to COVID-19, such as school or daycare closures or if you need to self-isolate.

Please be reminded that services are available from the Employee and Family Assistance Program (EFAP)

at 1-800-663-1142. The EFAP provides confidential and immediate support to promote the well-being of employees and their families.