



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

House of Commons – Urgent Notification

Status update 35 for House Administration employees – COVID-19 (April 14)

Leave for family obligations: Further to the announcement by the Ontario government to move to remote learning and by the Quebec government to extend remote learning in the Outaouais, affected employees are asked to speak with their manager. Managers will help find suitable arrangements, which can include alternate schedules and flexible hours. The following table on leave codes continues to apply: www.ourcommons.ca/covidleave.

On-site employees: DO NOT go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms or is awaiting a test result. You must also NOT go to the workplace if you are returning from international travel, have been in contact with someone who has COVID-19 or have received an alert from the COVID-19 Alert app. Follow the guidelines from local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

Updated Qs and As: www.ourcommons.ca/COVID19answers
FR : www.noscommunes.ca/COVID19

Status update 34 for House Administration employees – COVID-19 (April 7)

The Ontario government has announced a provincial state of emergency, as well as a stay-at-home order that comes into effect on Thursday, April 8 at 12:01 a.m.

In keeping with this announcement, House of Commons operations on the precinct will continue as they have over the past months in order to meet adjusted service levels for Members (if any changes are made, these will be communicated through regular operational channels). Employees who are required to work on site may show their House of Commons identification card as needed.

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

Provincial and local directives are being closely monitored and additional information will be provided as required.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 33 for House Administration employees – COVID-19 (April 1)

Leave for family obligations: Please speak with your manager if the provincial decision in Quebec to close schools for one week has an impact on your family. Managers will help find suitable arrangements, which can include alternate schedules and flexible hours. See this table for information on leave codes: www.ourcommons.ca/covidleave.

Curfew in the Outaouais: If you need to be at work during curfew hours and you reside in Quebec and do not have a copy of the templated letter provided by the Quebec government, please speak with your manager. The letter is not mandatory, but it can be used to further confirm that your presence at work is required. Employees may also show their HoC ID card as needed while travelling to and from the workplace.

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program for personal, work, health and well-being issues. Support is available 24/7 by calling 1-800-663-1142.

On-site health and safety: Follow ALL preventative measures: wear a mask, wash your hands frequently and maintain physical distancing. DO NOT go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms or is awaiting a test result. You must also NOT go to the workplace if you are returning from international travel, have been in contact with someone who has COVID-19, or have received an alert from the COVID-19 Alert app. Follow the guidelines from local public health authorities, contact your manager, and contact Jacqueline Biron, occupational health nurse (613-794-7522).

The COVID-19 page for HoC employees (<http://ow.ly/3Je350Cj8KM>) provides information on recent cases on the precinct and key resources for employees, including the reporting protocol.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR: www.noscommunes.ca/COVID19

Status update 32 for House Administration employees – COVID-19 (January 29)

Masks:

The Board made a statement today on the expanded use of masks in House of Commons buildings.

Masks are now also required in:

- the Chamber and committee rooms (except when the Member is at their place during parliamentary proceedings; however, it is strongly recommended that Members wear a mask / face covering in this situation); and

- Members' offices and House Administration work environments (excluding workstations/desks where two-metre physical distancing is possible).

Read the full statement here: <http://ow.ly/yGWV50Dmbvo>. Masks are available from your manager and at the entrances of most HoC buildings.

Reminder: Please share your feedback by completing the second pulse survey (<http://ow.ly/uR1n50DfPn0>). Employees have until end of day on Friday, February 12 to do so and can use any computer or mobile device. Responses are confidential and anonymous.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 31 for House Administration employees – COVID-19 (January 25)

At today's sitting, the House adopted a motion that includes the following decisions, which are in effect until Wednesday, June 23, 2021:

- Members may participate in House proceedings either in person or by videoconference.
- Until a remote voting system is ready to use, votes will take place in the usual way for Members participating in person and by roll call for Members participating by videoconference.
- Two remote voting simulations with all Members will be conducted. Once they have been completed, and once the Speaker receives a notice from the House Leaders of all recognized parties stating that they are satisfied with the system, votes will take place in the usual way for Members participating in person and by electronic means for all other Members. This will be in effect starting the following sitting day.
- Members may participate in committees and their subcommittees either in person or by videoconference; witnesses will participate remotely.

More detailed information will be provided through regular channels.

On-site employees: DO NOT go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms or is awaiting a test result. You must also NOT go to the workplace if you are returning from international travel, have been in contact with someone who has COVID-19 or have received an alert from the COVID-19 Alert app. Follow the guidelines from local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

FR : www.noscommunes.ca/COVID19

Status update 30 for House Administration employees – COVID-19 (January 22)

Ottawa school closures: Further to the announcement that schools will not resume in-class learning on Monday, January 25, affected employees are asked to continue to work with their manager or supervisor to find suitable arrangements, including alternate schedules and flexible hours. If you need to take leave, please consult the leave table <http://ow.ly/BtTa50D3QmT> and speak with your manager.

Second pulse survey: Help guide future decisions and ensure that employees are receiving the support they need by completing the second pulse survey: <http://ow.ly/uR1n50DfPn0>. Employees have until end of day on Friday, February 12 to do so and can use any computer or mobile device. Responses are confidential and anonymous.

Home office expenses claims: The CRA and Revenu Québec have made changes to the process, tools and eligibility criteria to claim certain home office expenses due to the pandemic. Find out more in the Qs and As.

Parking as a taxable benefit: The CRA has announced that employer-paid parking would not be considered a taxable benefit between March 15 and December 31, 2020. Find out more in the Qs and As.

On-site employees: DO NOT go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms or is awaiting a test result. You must also NOT go to the workplace if you are returning from international travel, have been in contact with someone who has COVID-19 or have received an alert from the COVID-19 Alert app. Follow the guidelines from local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 29 for House Administration employees – COVID-19 (January 14)

The Ontario government has announced a provincial state of emergency, as well as a stay-at-home order that comes into effect today, Thursday, January 14.

In keeping with this announcement:

- House of Commons operations on the precinct will continue as they have over the past months in order to meet adjusted service levels for Members (if any changes are made, these will be communicated through regular operational channels);
- as previously confirmed, employees who are currently teleworking are asked to continue to do so.

Employees living in Ontario who are required to work on site may show their House of Commons identification card as needed.

Health and safety: Employees working on site are reminded to follow preventative measures closely (i.e. wear a mask, wash their hands frequently, and maintain physical distancing). DO NOT go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms or is awaiting a COVID-19 test result. You must also NOT go to the workplace if you are returning from international travel, have been in contact with someone who has COVID-19 or have received an alert from the COVID-19 Alert app. Instead, follow the guidelines from local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

Provincial and local directives are being closely monitored and additional information will be provided as required.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 28 for House Administration employees – COVID-19 (January 8)

Further to the Quebec government's announcement about the lockdown and curfew, please note that **managers will provide their employees residing in Quebec who are required to work on site beyond the curfew with a signed copy of the templated letter provided by the Quebec government.** This letter is not mandatory, but it can be used to further confirm that an employee's presence at work is required. Employees may also show their HoC ID card as needed while travelling to and from the worksite.

Provincial and local directives are being closely monitored, and additional information will be provided as required.

As previously announced, employees who are currently teleworking are asked to continue to do so through the coming months.

Leave for elementary school closures in Ontario: Please speak with your manager if you require support following the Ontario government's decision to keep elementary schools closed and extend online learning until January 25. Managers will help find suitable arrangements, which can include alternate schedules and flexible hours. Refer to this table (<http://ow.ly/BtTa50D3QmT>) for information on applicable leave codes.

Health and safety: With the growing number of COVID-19 cases in the region, employees must closely adhere to COVID-19 preventative measures. Do not go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms. Instead, follow the guidelines from your local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 27 for House Administration employees – COVID-19 (December 22)

Further to announcements about additional restrictions at the provincial level, please note:

Required operations on the House of Commons precinct will continue during the adjournment period. Should any changes be made, these will be communicated through regular operational channels. As previously confirmed, employees who are currently teleworking are asked to continue to do so through the coming months.

Supporting family obligations: With school breaks being extended and the increasing shift to online learning, employees may require additional leave. Please speak with your manager and refer to this table (<http://ow.ly/z31I50CJoQz>) for guidance on applicable leave codes.

On-site employees: Do not go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms. Instead, follow the guidelines from your local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program at 1-800-663-1142.

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 26 for House Administration employees – COVID-19 (December 11)

House business: The House is adjourned until January 25, 2021.

Leave: Employees are encouraged to take vacation leave or use comp leave credits. Direction on carry-over of annual and compensatory leave remains unchanged, but managers will show flexibility.

Leave code 699: HR continues to review the use of code 699 to ensure the effective use of leave banks and the ongoing support of employees. This table outlines changes effective Jan. 11, 2021: <http://ow.ly/z31I50CJoQz>.

Telework: Teleworking employees are asked to continue doing so through the coming months. This approach may be adjusted based on requirements to support House business and operational needs. Updates will be provided as public health recommendations change. Requests to work on site will be assessed case by case.

Tax credit: Employees required to work from home can deduct some home office expenses from their income. CRA has announced a simplified process. More info in the Qs and As.

On-site employees: Do not go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms. Instead, follow the guidelines from your local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Health Nurse (613-794-7522).

Well-being: Confidential and immediate support for employees and their families is available from the Employee and Family Assistance Program (EFAP) at 1-800-663-1142.

Feedback: Your feedback is important. A 2nd pulse survey will be issued in January. See the results from the 1st survey on the COVID-19 update page <http://ow.ly/UkSo50CJlza>.

Access cards: Expired ID cards will no longer provide access after December 31, 2020. Contact the [Accreditation Office](#).

Updated Qs and As: www.ourcommons.ca/COVID19answers

FR : www.noscommunes.ca/COVID19

Status update 25 for House Administration employees – COVID-19 (November 12)

COVID-19 situation update webpage

Reminder: The COVID-19 update page for HoC employees (<http://ow.ly/3Je350Cj8KM>) provides information on recent cases on the Precinct, as well as important documents and resources for employees, including the reporting protocol.

Masks

The disposable masks provided by the House of Commons meet the updated public health recommendation to use three-layer non-medical masks. As a reminder, masks must be worn by everyone in common areas in the HoC precinct (hallways, washrooms, elevators, etc.). In addition, masks are required in other areas when physical distancing is impossible.

Clarifications on leave code 699

To help employees determine which leave code to use in various situations, a table has been developed. Additional clarifications on the type of leave to use while awaiting test results and after receiving negative test results have also been provided in the updated qs and as for employees (www.ourcommons.ca/COVID19answers).

Flu vaccination

There are still some spaces available for this year's on-site flu vaccination clinics. The clinics are open to all House Administration employees, and registration is required. Unfortunately, family members cannot participate. To register, call 613-943-0099 or email OHS-SST@parl.gc.ca.

Expired access cards

All expired cards have been renewed until December 31, 2020. Employees whose ID card has expired can obtain a new one by booking an appointment with the Accreditation Office Monday to Friday, between 8 a.m. and 4 p.m. Contact: hocaccreditationcdc@parl.gc.ca or [613-992-7218](tel:613-992-7218).

Cold and flu season is upon us. You must not go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms. Instead, follow the guidelines from your local public health authorities, contact your manager, and contact Jacqueline Biron, Occupational Nurse and Coordinator for Health and Wellness, at jacqueline.biron@parl.gc.ca or 613-794-7522.

FR : www.noscommunes.ca/COVID19

Status update 24 for House Administration employees – COVID-19 (October 6)

Reporting on positive COVID-19 cases

An updated protocol is in place to communicate positive COVID-19 cases on the precinct. Employees can visit the [COVID-19: Update for HoC employees](#) webpage for an up-to-date list of confirmed cases (including Members, their staff, Administration employees and partners). This approach aims to provide transparent, consistent and timely communications, while also respecting the privacy of those who have tested positive. **This does not replace the important contact tracing step that is led by public health authorities with support from House of Commons Occupational Health and Safety. Any employee who needs to take specific action following an interaction with an individual who has tested positive will be contacted directly.**

Leave code 699

Given that cold and flu season is upon us and the number of COVID-19 cases in the region is on the rise, the use of leave code 699 has been re-evaluated to cover a wider range of scenarios, including leave in relation to COVID-19 testing, prolonged symptoms, and caregiving requirements. Read the Qs and As for more details: www.ourcommons.ca/COVID19answers.

Employee protocol

Employees with cold-, flu- or COVID-like symptoms must not go into the workplace. Instead, they must follow the [employee protocol](#), a simple three-step process:

1. Follow the guidelines of your local health authority;
2. Contact your manager; and
3. Contact Jacqueline Biron, occupational health nurse and Coordinator for Health and Safety, at jacqueline.biron@parl.gc.ca or 613-794-7522.

FR : www.noscommunes.ca/COVID19

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

At today's sitting, the House adopted a motion that includes the following decisions, which are in effect until Friday, December 11, 2020:

- Members may participate in House proceedings either in person or by videoconference.
- Until an application is developed, then tested by Members and approved by House Leaders, votes will take place in the usual way for Members participating in person and by roll call for Members participating by videoconference.
- Members may participate in committees and their subcommittees either in person or by videoconference; witnesses will participate remotely.
- The priority use of House resources for committee meetings will be established by an agreement between the Whips.

More detailed information will be provided through regular channels.

Health and safety: With the growing number of COVID-19 cases in the region, we ask that employees closely adhere to COVID-19 preventative measures. You must not report to the workplace if you have had close contact with a person who has been diagnosed with COVID-19 or if you, a member of your household or a person you are caring for:

- has symptoms of COVID-19;
- is awaiting test results; or
- has been diagnosed with COVID-19.

An order issued by Ottawa Public Health requires individuals in these situations to self-isolate. This applies to all those present in Ottawa, including Quebec residents who travel to Ottawa for work. There are significant fines for non-compliance.

If you meet any of the above criteria:

- follow the guidelines from your local public health authorities;
- contact your manager; and
- contact Jacqueline Biron, Occupational Nurse and Coordinator for Health and Wellness, at jacqueline.biron@parl.gc.ca or 613-794-7522.

FR : www.noscommunes.ca/COVID19

Status update 22 for House Administration employees – COVID-19 (September 18)

New mask requirement: Effective Monday, September 21, masks must be worn by everyone in common areas in the HoC precinct. This includes all buildings where HoC employees work. Common areas include hallways, washrooms, elevators, etc. In addition, masks must be worn in other areas when physical distancing is impossible. Masks are available from your manager and at the entrances of most HoC buildings. For a complete list of common areas and exceptions to this rule, see the Board statement: <http://ow.ly/JXt150Bv9UR>.

House business: The House will sit on September 23. A Speech from the Throne will open the 2nd session of the 43rd Parliament. Managers have notified employees who are required on site.

COVID-19 reporting: Media reports of positive cases connected to the Parliamentary Precinct have raised questions about COVID-19 reporting. The House has protocols to help ensure health and safety in our workplace that were developed in partnership with public health officials. These protocols, which are being followed if an employee, visitor or satellite building occupant is diagnosed with COVID-19, cover sanitation, communication and contact tracing. Those who might have been in contact with the person in question will be contacted directly.

Cold and flu season is upon us. You must not go to the workplace if you or someone from your household is experiencing cold, flu or COVID-like symptoms. Instead, follow the guidelines from your local public health authorities, contact your manager and contact Jacqueline Biron, Occupational Nurse and Coordinator for Health and Wellness, at jacqueline.biron@parl.gc.ca or 613-794-7522.

Family obligations: Availability of schools and daycares continues to be monitored. Information and resources for parents available in the Qs and As: www.ourcommons.ca/COVID19answers.

FR : www.noscommunes.ca/COVID19

Status update 21 for House Administration employees – COVID-19 (September 9)

House business: The House will sit on September 23. A Speech from the Throne will open the 2nd session of the 43rd Parliament.

Family obligations: Many employees are experiencing another period of transition as children return to school. School and daycare options will be monitored this fall. Employees are expected to fulfil their work obligations and should work with their managers to find solutions (appropriate scheduling, vacation leave, or reduced hours supplemented by leave). Since July, other leave with pay has been used on a case-by-case basis in COVID-19–related situations. Information is available in the Qs and As: www.ourcommons.ca/COVID19answers.

Telework: Employees should use their existing resources to do their work remotely, including Internet services and home furniture. If required, speak with your manager to collect work equipment and tools from the office or to request a virtual ergonomic assessment. Requests to work in the office will be assessed on a case-by-case basis.

Parking: The Administration is committed to accommodating, as much as possible, employees working on site who require parking. Temporary parking privileges are changing: as of Friday, September 18, you will need to apply for a temporary permit. See the [Qs and As](#) for instructions.

Reminders:

- Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational health nurse, at 613-794-7522 if you have recently been in the workplace.

- If physical distancing is impossible, employees must wear a mask. Masks are available in West Block, outside Room 149-A, and from managers.
- In compliance with the city's by-law, masks are required in public and commercial spaces in leased buildings, as well as in the National Press Building and the Booth Building.

Français : www.noscommunes.ca/COVID19.

Status update 20 for House Administration employees – COVID-19 (August 13)

House business: There was a hybrid sitting of the House yesterday and the next sitting is on August 26. Virtual and in-person committee meetings continue. Managers have notified specific employees required on site.

Telework and on-site work: Employees who are currently teleworking are asked to continue to do so through this fall. This may be adjusted sooner to support House business and operational requirements. Requests to work in the office will be assessed case by case. Any large-scale return to on-site work would follow public health recommendations and be communicated with as much notice as possible.

Leave: Availability of school and daycare options will continue to be monitored. All employees are expected to make arrangements to fulfill their work requirements and should work with their managers to find solutions (appropriate scheduling, vacation leave, or reduced hours supplemented by leave). Since July, other leave with pay has only been used on a case-by-case basis in COVID-19–related situations.

Reminders:

- If physical distancing is impossible, employees must wear a non-medical mask. Disposable masks are available in West Block, outside Room 149-A.
- In compliance with the city's by-law, masks are required in public and commercial spaces in leased buildings, as well as in the National Press Building and the Booth Building. Masks must be worn in lobbies, washrooms, cafeterias, elevators, hallways, stairwells, indoor parking, and any other public space. Employees who would like to wear a mask at all times are welcome to do so.
- Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational health nurse, at 613-794-7522 if you have recently been in the workplace.
- Practise good hand hygiene.

Qs and As: www.ourcommons.ca/COVID19answers.

Français : www.noscommunes.ca/COVID19.

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

House sittings: As announced by the Speaker and Clerk, the House has been recalled and will sit in-person, today, Monday, July 20, at noon. Managers have notified specific employees required on-site. As planned, there will also be a hybrid sitting of the House this Wednesday, July 22, at noon.

Pulse survey: Send in your feedback using the pulse survey: <https://survey-sondage-hoc.parl.gc.ca/n/EmployeepulsesurveyCOVID19.aspx>. Employees have until end of day, Wednesday, July 22 and can use a personal or House-issued computer or mobile device. Responses are confidential and anonymous.

Masks and public health: The City of Ottawa is requiring that masks be worn in enclosed public spaces. Although the House of Commons is not, strictly speaking, subject to this measure, it is currently closed to the public and therefore is not considered a public space at this time. If you cannot maintain a two-metre physical distance from others in the workplace, please wear a non-medical mask, available from managers and supervisors or in West Block, outside the Health Unit (Room 149-A). Employees who would like to wear a mask at all times are welcome to do so.

For employees who are working in a leased or multi-tenant building, masks are required in public and commercial spaces (these can include cafeterias, lobbies, elevators and washrooms). Please follow posted building protocols until you enter HoC spaces.

Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational health nurse, at 613-794-7522 if you have recently been in the workplace. Remember to practice good hand hygiene.

ID cards: If your ID card has expired, you can renew it by booking an appointment with the Accreditation Office, 5 days a week. Contact : hocaccreditationcdc@parl.gc.ca or [613-992-7218](tel:613-992-7218).

Updated Qs and As: www.ourcommons.ca/COVID19answers.

En français : www.noscommunes.ca/COVID19.

Status update 18 for House Administration employees – COVID-19 (July 7)

Pulse survey: All employees are encouraged to participate in a short survey to help the Administration gauge the pulse of the organization as the COVID-19 pandemic continues to evolve. The survey can be completed on either a personal or House-issued computer or mobile device. Responses are confidential and anonymous. The deadline to complete the survey is Wednesday, July 22, 2020.

<https://survey-sondage-hoc.parl.gc.ca/n/EmployeepulsesurveyCOVID19.aspx>

Masks: The City of Ottawa is requiring that masks be worn in enclosed public spaces. Although the House of Commons is not, strictly speaking, subject to this measure, it is currently closed to the public and therefore is not considered a public space at this time. If you cannot maintain a two-metre physical distance from others in the workplace, please wear a non-medical mask, available from managers and supervisors or in West Block, outside the Health Unit (Room 149-A). Additionally, employees who would like to wear a mask at all times are welcome to do so. For employees who are working in a leased building, masks are required in public and commercial spaces; for example, at 50 O'Connor, signage is in place indicating that masks are required in cafeterias, washrooms and elevators.

House sitting: The House will meet on Wednesday, July 8, at noon. Normal service levels will not be required. Managers will notify specific employees who will be needed on site.

Reminder for employees required on site:

- Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational health nurse, at 613-794-7522 if you have recently been in the workplace.

Updated Qs and As for employees: www.ourcommons.ca/COVID19answers.

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

Status update 17 for House Administration employees – COVID-19 (June 26)

Over the past three months, House Administration employees have made the impossible possible.

- Watch this video to hear from Charles Robert, Rebekah Kletke, Natalie Foster, Yassine Aouididi and Pierre Parent (<https://player.vimeo.com/video/431249504>).
- Please also watch this appreciation video from the Speaker (<https://player.vimeo.com/video/428204063>).

It is with great pride that we applaud your achievements.

Take some time to read the June 2020 edition of *The Commoner*, available at www.ourcommons.ca/thecommoner.

Upcoming schedule for the Chamber:

- The House will sit this summer on July 8, July 22, August 12 and August 26. These will be hybrid sittings. The House will then adjourn until September 21, 2020.
- The House can also be recalled by the Speaker after consultation with the Government.
- Managers will notify specific employees required on site.

Essential infrastructure upgrades are taking place until July 5. During this time, users may experience intermittent interruptions of various IT services.

Reminders for employees required on site:

- Employees who are not able to maintain a two-metre physical distance from others in the workplace are asked to wear a non-medical mask, available from managers and supervisors or in West Block, outside the Health Unit (Room 149-A).
- Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational health nurse, at 613-794-7522 if you have recently been in the workplace.

Qs and As for employees: www.ourcommons.ca/COVID19answers.

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

Status update 16 for House Administration employees – COVID-19 (June 9)

The House will be recalled on Wednesday, June 10, at approximately 2:30 p.m. Normal service levels will not be required. Managers will notify specific employees who will be needed on site.

Vacation leave requests will be assessed by managers according to processes currently in place. Employees are encouraged to take time off this summer, as they would normally do and they may also maintain their variable work schedule, operational requirements permitting. The terms surrounding the **carry-over of annual leave credits** continue to apply under the relevant collective agreements and terms and conditions of employment.

Employees with **caregiving obligations** who continue to be impacted by the pandemic are encouraged to work with their managers to find solutions, such as flexible work arrangements, extended vacation leave, or reduced hours supplemented by vacation leave. Starting in July, leave code 699 (other leave with pay) will be used on a case-by-case basis in appropriate COVID-19–related situations.

Sick leave should be used for all non-COVID-19–related illness. If you are sick, please contact your manager or supervisor and your health care practitioner.

Reminders for employees required on site:

- Employees who are not able to maintain a two-metre physical distance from others in the workplace are asked to wear a non-medical mask, available from managers and supervisors or in West Block, outside the Health Unit (Room 149-A).
- Stay home if you are sick with flu-like symptoms. Inform your manager and contact Jacqueline Biron, occupational health nurse, at 613-794-7522 if you have recently been in the workplace.

Updated Qs and As for employees: www.ourcommons.ca/COVID19answers.

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

Status update 15 for House Administration employees – COVID-19 (May 26)

Today the House adopted a motion that extends the Special Committee on the COVID-19 Pandemic until Thursday, June 18, 2020. The motion also states the following:

- Starting tomorrow, the Special Committee will meet in the Chamber at noon every Monday, Tuesday, Wednesday and Thursday and Members will be able to participate either in person or by videoconference.
- The House will meet next on June 17, July 8, July 22, August 12 and August 26. It will then adjourn until September 21, 2020.
- Until the return of the House in September, seven committees will be able to hold virtual meetings related to the COVID-19 pandemic and other matters. These committees now include the Standing Committee on Fisheries and Oceans.

Normal service levels for House operations will not be required for meetings of the special committee. Managers will continue to notify specific employees needed on site to maintain services for Members.

Exceptional contributions have been made by House of Commons employees to enable the first hybrid meeting of COVI. This is another milestone that the House Administration should be very proud of supporting.

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

Status update 14 for House Administration employees – COVID-19 (May 22)

The House will sit on Monday, May 25, at 11:00 a.m., as scheduled. Normal service levels will not be required. Managers will advise specific employees needed on site to maintain services for Members. More information about the sitting calendar will be shared when available.

Telework: Employees who are teleworking will be asked to continue to do so for now. Requests to work in the office for accommodation-related reasons will be assessed on a case-by-case basis. This will be re-evaluated for September 2020 or adjusted sooner based on operational requirements. Any large-scale return-to-work will depend on public health recommendations and communicated well in advance.

School closures: Employees may continue to use leave code 699 for issues related to COVID-19 through the end of the school year. The use of this code will be assessed as the situation evolves.

Vacation leave: Over the summer, all efforts will be made to balance operational requirements and employee leave, including variable work schedules (40/20, 37.5/27.5). Leave requests will be assessed on service-area and team requirements.

Reminders for employees required 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.
- Continue to follow physical distancing and public health guidelines. Stay two metres apart and wash your hands often.
- Consider using non-medical masks as an additional preventative measure when physical distancing is not possible. Disposable non-medical masks are available for employees working on site who would like to take this step that has been recommended by public health officials. Masks are available from managers or in West Block outside of the Health Unit (Room 149-A).

Updated Qs and As for employees: www.ourcommons.ca/COVID19answers.

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

Status update 13 for House Administration employees – COVID-19 (May 12)

As announced by the Speaker and Clerk, the House will be recalled on Wednesday, May 13, at approximately 2:30 p.m. Once again, normal service levels will not be required. Managers will notify specific employees who will be needed on-site. Employees should continue to telework where possible. Advance notice will be provided before any changes are made to this approach.

The House Administration is resuming recruitment and selection activities. To ensure that all employees have access to the job postings, they will be available on the ourcommons.ca public employment page until further notice. Postings will also be advertised through the House News Bulletin and on Twitter (follow @OurCommons) and LinkedIn (follow House of Commons Canada).

Visit the updated Qs and As for employees: www.ourcommons.ca/COVID19answers. Speak with your manager if you have any questions.

If you are required to work on site, please remember:

- 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. Stay two metres apart and wash your hands often.
- When physical distancing is not possible, public health officials are now recommending the use of non-medical masks as an additional preventative measure. Disposable, non-medical masks are available for employees who are working on-site and who would like to take this step. Masks are available from managers or are available in West Block outside of the Health Unit (Room 149-A).

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

Status update 12 for House Administration employees – COVID-19 (April 28)

As announced by the Speaker and Clerk, the House will be recalled on Wednesday, April 29, 2020, at approximately 2:30 p.m. after the in-person meeting of the Special Committee on the COVID-19 Pandemic. Normal service levels will not be required for this sitting. Managers will notify specific employees who will be needed on site to maintain services for Members; these services will be adjusted to the current circumstances.

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).

If you are required to work on site, please remember:

- 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. Stay two metres apart and wash your hands often.

- All buildings are open and secure. For West Block, on Wednesdays, enter via the South door (facing Wellington Street) only and exit via the West door (near the cafeteria) only. On all other days, use the South door only to enter and exit. Access the Confederation Building via the bus entrance on Vittoria Street.

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

Status update 11 for House Administration employees – COVID-19 (April 20)

The House sat today and adopted a motion that includes the following:

- At the end of the day today, the House will adjourn until Monday, May 25 (unless there is agreement from the four House Leaders to remain adjourned to a later date). The House can be also be recalled earlier by the Speaker after consultation with the Government.
- Starting on April 29, a Special Committee on the COVID-19 Pandemic, composed of all Members of the House, will meet at noon every Wednesday in the Chamber.
- The special committee will also meet by videoconference at noon every Tuesday (starting April 28) and every Thursday (starting May 7). Meetings by videoconference will be subject to limits that the House Administration may indicate are necessary.
- Normal service levels for House operations will not be required for meetings of the special committee. Managers will notify specific employees needed on site to maintain services for Members.

The work being undertaken to explore options and solutions for virtual meetings is a historic and significant undertaking. The Crisis Management Team is exceptionally proud of all employees who are supporting Members in these efforts. Many parliaments around the world are also tackling this challenge, and we continue to work with them.

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

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.

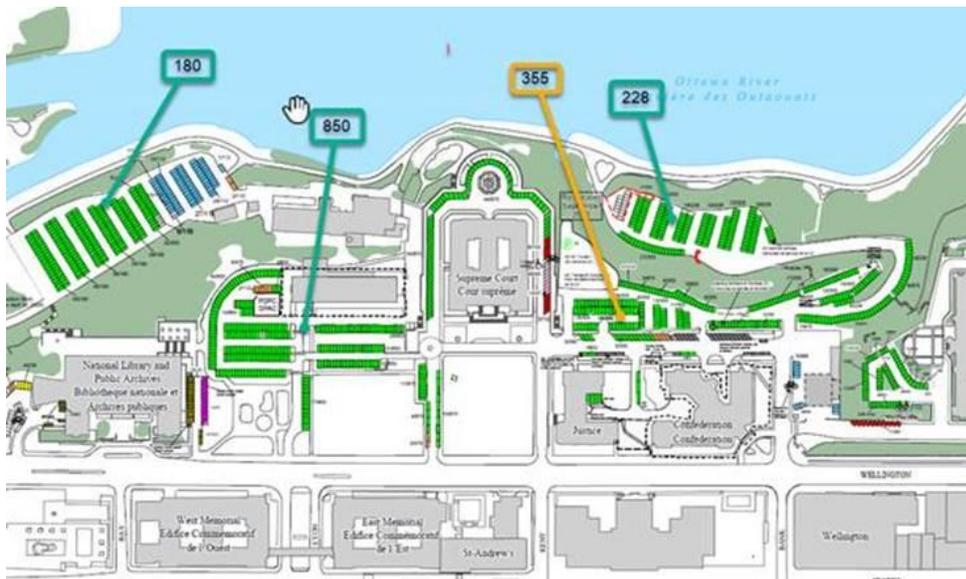
On leave: If your function cannot be carried out remotely or if you are unable to report to work for reasons related to COVID-19, such as school or daycare closures or a need to self-isolate, you will be granted “Other leave with pay.”

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.