

## **Clarification on International and Interprovincial Travel**

January 21, 2021

Recognizing that many employees may be contemplating travel over the next few months, we are providing the following information for clarity to all managers and team members.

**In light of the provincial stay-at-home order and guidance provided by the federal government, Holland Bloorview strongly discourages all non-essential travel (including within Canada) and, subject to what is set out below, prohibits all international travel until further notice.**

### **International Travel:**

- Currently, individuals who travel internationally may have difficulty returning to Canada if governments implement new travel restrictions and quarantine requirements. Global Affairs Canada currently cautions Canadians contemplating international travel:
  - You may have difficulty obtaining essential products and services
  - You may have limited access to timely and appropriate health care
  - You may suddenly face strict movement restrictions and quarantines at designated facilities and at your own cost
  - Your insurance may not cover your travel or medical expenses
  - There may be limited capacity to offer you consular services. Details on the Government of Canada's [Your safety and security outside Canada webpage](#).
- **Subject to what is set out below, all international travel is prohibited until further notice.**
- Staff contemplating international travel must obtain approval from their manager and respective Vice President prior to booking any international travel. Staff should only request international travel in extenuating or compassionate circumstances, such as a serious illness or imminent death of a family member not living in Canada.
- Staff who have been approved for international travel will be required to self-isolate for 14 days upon return and work from home where possible and follow any other public health guidance in force upon their return. If they are unable to work from home, they will need to take unpaid leave, vacation or lieu time.

## Holland Bloorview

### Kids Rehabilitation Hospital

- Employees who leave the country without prior approval from their manager and respective Vice President, may be subject to disciplinary actions.
- Please refer to the [Public Health Agency of Canada \(PHAC\) website](#) for information on international travel restrictions and guidance.

#### **Interprovincial Travel:**

- As a result of the current situation in Ontario and the continued community transmission of the virus, and realizing that many employees may be considering travel over the next few months including March break, given we are unable to predict the external environment, virus levels in the community, and stresses on our hospital we are **strongly discouraging interprovincial travel at this time**. Currently there are minimal restrictions for interprovincial travel, however the situation continues to evolve.
  - To review specific provincial requirements on travel and quarantine access the following Government of Canada webpage about [provincial and territorial travel restrictions](#).

#### **Additional Information:**

- If you travel outside of Canada, you MUST be cleared by Occupational Health before returning to work by calling the AWAY line at 416-425-6220 ext. 3020 to report the presence or absence of any reportable symptoms.
- If you become symptomatic during travel or within 14 days of return to Canada, you are required to notify Occupational Health and Toronto Public Health immediately.

As a reminder, the process for requesting vacation time is outlined below:

1. All vacation requests are to be provided to managers for review and approval.
2. Requests received by managers/directors/senior directors will be provided to their respective vice presidents for final review and approval.
3. Approved vacation requests will be confirmed in a timely manner to allow the necessary time for leadership to review the total requests and ensure we can meet the evolving needs of our clients and families.
4. **A maximum of 10 consecutive days** may be requested.
5. In the event of staffing shortages, provincial regulations/directives and/or redeployment requirements, planned vacation days may unfortunately need to be cancelled/rescheduled at management's discretion.

## Holland Bloorview

Kids Rehabilitation Hospital

The safety of our employees, clients and families, students and volunteers is fundamental and of great importance. It is difficult to not be able to travel or see family and friends in the same manner as we are used to doing, and we look forward to a time when we can all travel safely again.

Should you have any questions please reach out to your manager for clarification.

*Please Note: practices for Bloorview Research Institute may differ slightly.*