

Leave-related

What happens if I'm unable to work from home and the schools in my district are not reopened in the short-term?

We understand the impact this extension will have on our employees. Since the initial school closure announcements, we have provided paid leave where needed for impacted employees who are unable to work from home.

We will continue to support our employees. If the school closures extend beyond May 1st, we will move to Paid Time-Off (PTO) model that combines sick leave and accrued vacation into one bucket. You can use these days to extend your leave while at home with your children. If your PTO is depleted, you may also consider applying for assistance through the various emergency support programs offered by the Provincial and Federal governments. For information on how to use your PTO or other leaves, please contact your HR Business Partner.

When will our offices reopen? What if my office reopens before the schools in my district are reopened?

As we continue to monitor the COVID-19 situation, offices will remain closed until it is safe to reopen. In the event our offices reopen and you are not able to return to work due to childcare, we encourage you to work remotely, where possible. Please continue to establish remote work arrangements with your manager where operationally possible. For those roles where it is not feasible to work from home, you will be entitled to use Paid Time-Off (PTO). If you do not have accrued PTO, you may be eligible for the new and varied forms of Employment Insurance introduced by the federal government to cover different scenarios. To learn more, [click here](#). We will make every effort to accommodate where possible, keeping in mind business needs.

What if I have younger children who are not in school, but in daycare and my daycare remains closed?

We understand this is a difficult time and will make every effort to accommodate your situation as we continue with business operations. If you are able to work from home, discuss your work priorities with your manager and use available technology to work as productively as possible. If working from home is not an option due to the nature of your role, you may choose to take Paid Time-Off (PTO), utilizing your sick days and accrued vacation to stay home with your children. You may also consider applying for government assistance. We encourage you to review and discuss available options with your manager or reach out to your HR Business Partner with any further questions

What if I can work from home - do I have to use time from my Paid Time-Off (PTO) bucket?

No, if you are able to fulfill the duties of your role from home and can manage your priorities and complete work as needed there will be no need to use additional PTO. Please discuss your work arrangements with your manager to ensure a work-from-home arrangement is feasible given the nature of your role.

Will I be able to use my vacation or sick leave to offset my pay if I am not able to work for any other reason related COVID-19 aside from childcare issues?

We will continue to support employees. Beyond May 1st, we will move to a Paid Time-Off (PTO) model that combines your sick leave and vacation into one bucket. This will allow any employee who cannot come to work for a period of time because of the COVID-19 crisis to use their PTO to ensure their pay is not impacted.

If I have used all my vacation or sick leave, do I have to apply for a government subsidized program? What are my options?

If you have already used your potential Paid Time-Off (PTO) vacation and sick days, you will be able to apply for employment insurance. The Government of Canada has been introducing the new and varied forms of Employment Insurance introduced by the federal government to cover different scenarios. To learn more, [click here](#).

Health-related

If my Minto colleague, a tradesperson/sub-contractor, tenant, homeowner or customer is confirmed as having COVID-19, will I be told?

Anyone confirmed as having the COVID-19 virus will be asked to identify and provide a list of those they have come into contact with. If you have been identified as someone who has been in contact with a confirmed case in our workplace, we will advise you and ask you to self-isolate for 14 days. Due to privacy legislation and out of respect for the individual the name of the person with a confirmed case cannot be shared.

If I have been tested and confirmed as positive for COVID-19, do I need to share the results?

If you receive a clinical diagnosis for COVID-19, follow the advice of healthcare authorities and seek out the proper treatment needed. While public health authorities have protocols to connect with those you may have been in contact with, as your employer we also need to ensure the safety and wellbeing of your colleagues. To that end, we ask that you disclose a list of peers you have been in contact with to your HR Business Partner who will then reach out to that group. This will help ensure your work colleagues take the necessary steps to self-isolate and monitor their conditions, and reduce the further spread of the virus. Due to privacy legislation and out of respect for your privacy, your name cannot be shared. Your manager and HR Business Partner are also here to provide you with support during this time.

My co-worker just returned from a few days off sick. Is that OK?

We understand the feelings of anxiety and stress COVID-19 may have caused our teams. If your co-worker has been experiencing cold/flu-like symptoms, they are required to remain at home until they are completely symptom free and healthy. They are also required to discuss their return to work with their manager, and once back, all employees are required to practice 'social distancing' and follow the guidelines by the public health authorities, including frequent handwashing. If you have concerns, please speak with your manager or contact your HR Business Partner.

I have seasonal allergies. How do I ensure my co-workers feel comfortable with me being at work?

If you suffer from allergies, please let your co-workers know so they are not worried about, or assuming you have, symptoms related to COVID-19.

If my spouse/partner works in the healthcare or emergency services field, on the front-line with COVID-19 patients, should I stay home (if I'm not working from home already)?

Regardless of where your spouse/partner/family member works in the healthcare field, public health authorities are asking everyone to follow protocols of social distancing, frequent handwashing and restricting non-essential travel outside of your home. Should your spouse/partner/family member be confirmed to have COVID-19, self-isolation for 14 days is required. If you develop symptoms or otherwise feel ill and are not able to work from home, Minto's paid/sick leaves will apply.

How do I maintain social distance of 6 feet in corridors and elevators?

The World Health Organization (WHO) and public health authorities recommend keeping a distance of at least 2 meters (approx. 6 feet) from others to minimize the spread of COVID-19. We understand this can be difficult when working in tight spaces such as corridors and elevators, especially during busier times. To mitigate spread in these cases, we are reinforcing that the number of people in elevators or hoists **not exceed 3 at any time**. If you do not feel comfortable entering an elevator with others, consider taking the stairs or waiting for the next elevator. This practice of social distancing is intended to minimize your risk to exposure and is also reflected in the information provided by WHO and public health authorities on elevator etiquette.

Business-related

Could Minto decide to close a construction site, even though our business is considered an essential service?

The wellbeing of our employees and trades is top of mind at all times. While essential services are allowed to remain in operation in certain jurisdictions (e.g. Ontario), the option to continue business operations is a decision made by Minto. With the implementation of new procedures and safety precautions at our sites, we continue to work safely with our tenants, contractors, customers, homeowners and trades. If we feel the safety and health of our staff and trades can no longer be reasonably protected, we will immediately re-evaluate and cease operations as necessary.