



The union for financial professionals.
Le syndicat des professionnels de la finance.

ACFO-ACAF Infectious Disease Policy

ACFO-ACAF is committed to protecting our employees, members and their families by reducing the spread of infectious disease in the workplace while maintaining essential services.

Proactive steps will be taken in the event of an infectious disease outbreak including:

- Working proactively with our members' employers to take appropriate measures in their workplaces;
- Providing accurate information to our community about the nature and spread of any infectious disease, including any symptoms and prevention measures;
- Encouraging employees and members to engage in recommended hygiene practices;
- Encouraging employees and members to practice social distancing during an outbreak;
- Encouraging employees and members to obtain timely vaccinations recommended by health authorities;
- Cleaning all commonly touched surfaces on a frequent basis with hospital grade cleaners at ACFO-ACAF facilities;
- Posting or distributing educational material; and
- Providing appropriate hand sanitizer, cleaning supplies, protective equipment and hygiene supplies at ACFO-ACAF facilities.

Employees and members are expected to work with ACFO-ACAF and their colleagues to reduce the risk of infection by:

- Practicing appropriate hygiene, cleaning and social distancing practices;
- Advising their supervisor immediately if they, or a member of their household, have a suspected or confirmed infection; and
- Teleworking where appropriate.

ACFO-ACAF's management team is responsible for monitoring and coordinating the workplace response for ACFO-ACAF and our members' workplaces should an infectious disease outbreak occur. Where necessary management is expected to modify any workplace terms and conditions to promote safety through infection control, including but not limited to re-assignment of staff to different work duties and responsibilities; additional use of part-time and/or temporary staff and approving paid leave for employees with an infection who are unable to telework.