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Chief Human Resources Officer

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**Subject:** COVID-19 tracking system

**To:** Deputy Heads, Heads of Agencies (including separate Employers), Presidents of Regional Federal Councils, Heads of Human Resources

Colleagues,

Federal employees are demonstrating great flexibility and effort to make sure that critical services are still available to Canadians. I am quite touched by the stories I am hearing and want to make sure our employees are continuously kept up-to-date on how we are considering what is best for their health and safety. Here is the latest information on how we are continuing to monitor the situation.

### **New COVID-19 tracking system**

To deliver on our management obligations, we all need an understanding of how COVID-19 is affecting our employees and operational abilities. To this end, we have been working closely with our IT partners here at TBS to create a tool to track key information consistently and easily across departments and agencies:

- Number of confirmed COVID-19 cases
- Number of refusals to work and their outcomes
- Number of office closures

This tool will be updated daily to provide valuable data on the overall impacts to our workplaces and workforce as the pandemic situation evolves and help to inform our decisions moving forward. You will receive regular reports on your own organization. To respect the privacy of our employees, no personal information will be collected and it will be housed in the secure TBS Application Portal.

The tool will be made available to HR and IT users in your organizations, to whom we are providing training and guidance. We are in touch with your Occupational Health and Safety (OHS) teams to begin onboarding.

This tool passed focus testing by users, and we welcome feedback for the next iteration through the daily calls with the Labour Relations and OHS communities of practice.

Many thanks to you and your teams for the continued support.

Nancy Chahwan

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Treasury Board of Canada Secretariat / Government of Canada