



COVID-19

# Guide for foreign workers and interns from outside Canada invited to Université Laval

Update: February 18, 2021

# TABLE OF CONTENTS

NOTICE	3
Resuming international mobility of workers and interns at Université Laval	4
Biometrics	4
Essential travel only	5
Letter of support for essential travel to Canada	5
Family members	6
Negative result to COVID-19 test required	6
Travel to and entry into Canada	7
14 Day quarantine plan including the mandatory 3-day hotel stay	11
Steps to take with Université Laval BEFORE your arrival in Canada	14

# NOTICE

This document was prepared by the Vice-rectorat à l'équité, à la diversité et à l'inclusion et aux ressources humaines on February 18, 2021 and presents the regulations and standards in effect as at that date.

This document is intended to complement the [information on immigration provided by Université Laval](#) for foreign workers and to summarize the current rules regarding COVID-19 and the mobility of foreign workers at the time of writing. Training or research interns have student status at Université Laval but are considered foreign workers by Canadian immigration, even if their internship is not paid and is part of their program of study. Therefore, if you are a training or research intern, the regulations for foreign workers contained in this guide also apply to you.

This document has no legal value and compliance with its instructions in no way guarantees entry into Canada, which is under the purview of government authorities responsible for immigration and that of border services officers. Université Laval has no power over decisions made by government authorities, the Canada Border Services Agency or airlines.

In addition, rules regarding COVID-19, in particular with respect to national or international travel, are regularly updated by Canadian authorities. It is therefore your responsibility to consult the current official rules issued by authorities as regularly as possible and before your date of departure, to ensure your compliance and to prepare for your arrival in Canada:

[Restrictions on travel to Canada](#)

[Exceptions for foreign workers](#)

[Mandatory quarantine upon entry to Canada](#)

[Mandatory 3-day hotel stay for COVID-19 test upon landing](#)

[Rules issued by Quebec for travelers returning from abroad](#)

[Université Laval COVID-19 page](#)

The formalities required to obtain the work permit necessary to hold a job or an internship in Canada, as well as any other document granting entry and stay in Canada, are under federal jurisdiction.

This means that Université Laval may not be held responsible, for any reason, for a refusal by Canadian federal government authorities to grant any permit or to issue the necessary authorizations, or for any delays encountered in the process.

Moreover, Université Laval may not be held responsible, for any reason, for your inability to travel to or to enter Canada. If you are invited by Université Laval as a worker or a trainee from outside Canada, you agree to assume the risks related to your trip and to your entry into Canada as well as the material and financial consequences that may result from a refusal to enter the country, including on the employment that was envisaged, if applicable.

In the event of any differences in translations or interpretations, the French version shall prevail.

## **RESUMING INTERNATIONAL MOBILITY OF WORKERS AND INTERNS AT UNIVERSITÉ LAVAL**

Université Laval currently accepts visiting professors and researchers, postdoctoral fellows, medical fellows, training or research interns and other foreign workers such as tenure-track professors and research professionals:

- > Who are eligible for an LMIA-exempt work permit (or in the case of tenure-track professors and some research professionals, an LMIA-based work permit)
- > Who are able to travel to Canada
- > And who agree to assume the risks related to their immigration process, travel, entry into Canada, COVID-19 tests and quarantine, including the mandatory 3-day hotel stay for COVID-19 test upon landing

## **BIOMETRICS**

Biometrics (photo and fingerprints) are required to apply for a work permit for Canada.

Outside of Canada, this can be done in visa application centres (VACs).

The COVID-19 pandemic is having an impact on the services offered by VACs. Check your VAC's website before you travel to find out if it is open and what services it offers, if any. You can find the contact details of the VAC in your country—[here](#).

Without biometrics, your work permit application cannot be processed.

Do not worry if the biometrics letter will expire or has expired: you should still be able to use it after the VAC has reopened.

## ESSENTIAL TRAVEL ONLY

For now, Canada is only granting entry to foreign nationals travelling for essential reasons.

Foreign workers are considered to be travelling for essential reasons if they meet the following conditions:

> They have a valid work permit and **normally live in Canada**

OR

> They meet all of the following criteria:

- They have received a letter of introduction approving a work permit (either open or tied to a given employer)
- They have a valid job offer
- They will be able to work after completing their quarantine

## LETTER OF SUPPORT FOR ESSENTIAL TRAVEL TO CANADA

We recommend that all foreign workers and interns expected at Université Laval, both those arriving for the first time and those returning to previous positions, obtain **a letter in support of the letter of invitation** that confirms that Université Laval is continuing its activities in compliance with health and safety rules, that the invitation still stands and that their work may be carried out after their quarantine, and that explains why this work cannot be done remotely / why it must be done in person.

If you are a visiting professor or researcher, the director of the department or faculty hosting you can provide you with this letter. If you are coming for a postdoctoral internship, a training internship or a research internship, the letter of support must be signed by the person who will supervise your internship.

Please note, however, that these documents do not guarantee your entry into Canada. The Canada Border Services Agency (CBSA) will determine whether you meet the criteria for entry into Canada.

## **FAMILY MEMBERS**

Canada authorizes certain members of a foreign worker's family (their spouse, common-law partner and dependent children—see the definitions [here](#)) to accompany them to Canada. \*\*In addition to their regular immigration documents\*\*, these family members must obtain special permission by following the procedure outlined in the step “How to reunite with an immediate family member who is in Canada temporarily” on this [page](#). Spouses or common-law partners do not need to obtain this permission if they will be travelling with the foreign worker and have obtained an [open work permit as an accompanying family member](#).

They must also follow the other instructions in this procedure for coming to Canada, including being prepared to explain why the purpose of the travel is non-discretionary. Their travel could be considered as non-discretionary if a spouse, common-law partner or child wish to move to Canada with the foreign worker.

Like you, your family members will need to do the COVID tests and quarantine, including the mandatory 3-day hotel stay for COVID-19 test upon landing.

There is no guarantee that family members will be granted authorization to come to Canada. Moreover, even if some family members obtain the necessary authorization, there is no guarantee that they will be granted entry into Canada or be permitted to remain there for the entire stay of the foreign worker.

Université Laval may therefore not be held responsible, for any reason, for the failure of family members to obtain the necessary authorization to accompany the foreign worker to Canada or to reunite with them here. Similarly, Université Laval may not be held responsible for the inability of family members to enter Canada and bears no responsibility for their travel to and entry into Canada.

## **NEGATIVE RESULT TO COVID-19 TEST REQUIRED**

All air travellers 5 years of age or older are required to present negative [COVID-19 test](#) results taken within 72 hours of the traveller's scheduled departure to Canada. Check with the local health authorities to find out where a test can be taken.

## TRAVEL TO AND ENTRY INTO CANADA

This section applies to all foreigners travelling to and entering into Canada. **It is for informational purposes only** and you should refer directly to the websites of Canadian government authorities for the conditions and restrictions on entering Canada that are in effect at the time of your arrival.

### Travel

According to the conditions implemented by federal government authorities, to fly to Canada, you must:

- > Have a [valid passport](#)
- > Have a valid eTA or a valid visa
- > Have proof that your trip is essential—see the table on page 10
- > Have a written quarantine plan—see information on page 11, including a prepaid reservation for the mandatory 3-day hotel stay for COVID-19 test upon landing
- > Have a negative [COVID-19 test](#) result taken within 72 hours of the traveller’s scheduled departure to Canada, in the required format
- > Have no symptoms of COVID-19 (you will be required to undergo a health screening, conducted by the airline, to confirm that you have no symptoms of COVID-19, including fever, cough or difficulty breathing)
- > [Wear a mask during the flight](#)

If you do not meet all of these conditions, you will not be permitted to travel to Canada.

The airline has the final word on boarding. It is your responsibility to inform yourself about the rules in effect at the time of your travel by checking with the airline companies you will be travelling with, the airport facilities and government authorities.



## Entry

Pay attention: starting February 22nd, 2021, entry to Canada will require a COVID-19 test upon landing, followed by a mandatory 3-day hotel stay in a hotel approved by the Government of Canada, while waiting for the test results. The fees are at the charge of the foreign worker or intern. For more information: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/awareness-resources/entering-canada-covid-19.html>.

Some foreign workers and interns could receive financial support from Université Laval for the mandatory 3-day hotel stay.

According to the conditions implemented by federal government authorities, to enter into Canada, you must:

- > Prove that your trip to Canada is essential—see the table opposite, page 10
- > Provide negative COVID-19 test results to the test done prior to boarding
- > Receive approval at customs of a quarantine plan, including the mandatory 3-day hotel stay for COVID-19 upon landing, that you have carefully thought through and put into writing, see page 11
- > Do another COVID-19 test upon landing
- > Undergo an assessment of COVID-19 symptoms and have no symptoms
- > The steps upon landing are clearly explained [here](#) and [here](#).

If all of these conditions are not met, you will be refused entry into Canada.

The Canada Border Services Agency has the final word on entry into Canada. It is your responsibility to inform yourself about the rules in effect at the time of your arrival in Canada by checking with government authorities before your departure.

**ArriveCAN app** ([iOS](#), [Android](#) or [web app](#))



Download this mobile app to speed up your entry into Canada and to cut down on time interacting with border services officers and public health officers. Submit your information through the app safely and easily in the 48 hours preceding your arrival in Canada. The app will help you:

- > Provide the information required to enter Canada
- > Avoid lines and limit points of contact at the border
- > Communicate updates on your compliance with quarantine and on the appearance of any symptoms during the 14 days following your arrival in Canada

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/latest-travel-health-advice.html>

The following table outlines the documents you must prepare to demonstrate that you are travelling for an essential purpose, depending on the category you fall into. (Once again, we remind you to refer directly to the websites of Canadian federal government authorities for the most up-to-date list of documents required for each category of traveller at the time of your travel.)

CATEGORY OF TRAVELLER	DOCUMENTS
<u>Returning foreign worker</u>	<ul style="list-style-type: none"> <li>&gt; Valid work permit</li> <li>&gt; Proof of residence in Canada</li> <li>&gt; Letter in support of the letter of invitation that confirms that Université Laval is continuing its activities in compliance with health and safety rules, that the invitation still stands and that the work may be carried out after quarantine, and that explains why this work cannot be done remotely/ must be done in person</li> </ul>
<u>Foreign worker beginning their stay</u>	<ul style="list-style-type: none"> <li>&gt; Letter of introduction approving the work permit</li> <li>&gt; Valid job offer</li> <li>&gt; Letter in support of the letter of invitation that confirms that Université Laval is continuing its activities in compliance with health and safety rules, that the invitation still stands and that the work may be carried out after quarantine, and that explains why this work cannot be done remotely/ must be done in person</li> </ul>
<u>Family member</u>	<ul style="list-style-type: none"> <li>&gt; Have written authorization from IRCC confirming that the family member is exempt from travel restrictions, except for the spouse or common-law partner travelling with the main foreign worker if they hold a letter of introduction approving an open work permit</li> <li>&gt; Proof of the relationship, normally the same which was provided to get the immigration document (i.e. marriage certificate, proof of common-law partnership, birth certificate, etc.)</li> <li>&gt; Be prepared to explain why the trip to Canada is essential or non-discretionary, for instance moving to Canada with the foreign worker</li> </ul>

## 14 DAY QUARANTINE PLAN INCLUDING THE MANDATORY 3-DAY HOTEL STAY

Pay attention: starting February 22nd, 2021, the quarantine plan must mention the name and the address of the hotel for the mandatory 3-day stay while waiting for the results of the COVID-19 test done upon landing. You must also travel with proof of the pre-paid 3-day hotel reservation. Moreover, towards the end of your quarantine, you must undergo a third COVID-19 test and it's only if the result comes back negative that your quarantine can end.

All the fees are at the charge of the foreign worker or intern.

Some foreign workers and interns could receive financial support from Université Laval for the mandatory 3-day hotel stay.

Quarantine is a **mandatory requirement** under the [Quarantine Act](#). It is one of the measures and restrictions implemented by the Government of Canada that all travellers authorized to enter Canada must respect.

The quarantine measures outlined by federal and provincial government authorities therefore apply both to foreign workers and to any accompanying family members.

If a family member is authorized to join you at a later date, you will be responsible with them for verifying and complying with the provincial and federal measures that are or may be in effect at that time.

Upon arriving in Canada, **you will need to have on hand a signed and dated quarantine plan that meets [federal](#) and [provincial \(Quebec\) requirements](#)**. Please note that if federal and provincial guidelines differ, you must follow the most cautionary and stringent requirements. If you don't have a plan, you shouldn't travel to Canada.

To assist you in organizing your quarantine, Université Laval has added a section to its website to offer [general information on the current procedures issued by government authorities as well as available resources](#). **We ask you to read this important information carefully.**

We highly recommend that you quarantine in the province of Québec. Those who choose to quarantine outside of Québec must comply with the quarantine rules of the chosen province or territory and ensure they have a valid health and hospitalization insurance for the duration of their quarantine.

To help you write your quarantine plan, we suggest that you use this [template](#); be sure to adapt it to your situation.

This template is offered as a guide only and does not constitute an official document guaranteeing your entry into Canada.

**During your quarantine, you MUST:**

- > **Stay** in your place of quarantine
- > **Not leave** your place of quarantine except in a medical emergency or essential medical services
- > **Not take public transportation** (e.g., bus, taxi)
- > **Not receive visitors**
- > **Not go to school, work or other public places**
- > **Arrange for delivery of staple goods** (e.g., food, medication, cleaning products) to your place of quarantine

For the aspects that can be proven, e.g., place of residence, copies of supporting documents are recommended for your quarantine plan.

For the aspects that cannot be proven, e.g., “do not leave the place of quarantine for 14 days,” include in your quarantine plan a statement to the effect of “I am aware that I am prohibited from leaving my place of quarantine for 14 days and I agree to comply with this rule.”

Note that the procedures in place are subject to change at any time, without warning, and it is your responsibility to regularly check them by consulting [federal](#) and [provincial](#) government authority websites.

The section “During your quarantine” [here](#) contains a summary of your obligations and a list of resources in case of need. Université Laval will allow you to take the time to quarantine but is otherwise not responsible in any way for the preparation, content and acceptance of your quarantine plan.

Université Laval will allow you to respect your quarantine period but is not responsible for the preparation of your quarantine plan, its content and its approval.

### **Non-compliance with quarantine**

In the event of failure to abide by the quarantine, Université Laval is required to notify the relevant authorities.

The penalties for not following your quarantine plan may include a fine of up to \$750,000, six months of jail time, and being found inadmissible, removed from Canada, and banned from entering for one year.

In addition, anyone who intentionally or recklessly contravenes the [Quarantine Act or the regulations](#) and exposes another person to an imminent risk of death or serious injury is liable to a fine of up to \$1,000,000 and/or imprisonment of up to three years.

Also, the police have the power to hand out a fine of \$275 to \$1,000 to those who don't follow quarantine rules.

Université Laval reserves the right to take any administrative or disciplinary action. For employees, this includes termination of employment. For students, this could involve having a complaint filed under the [Règlement disciplinaire à l'intention des étudiants et étudiantes de l'Université Laval](#) [*Université Laval's disciplinary regulations for students*] and having sanctions imposed that may arise from that.

### **After the quarantine: confinement in Québec**

Currently (February 18, 2021), the Quebec City region is considered a "red zone". Stores have reopened, but not restaurants, and there's a curfew at 8 p.m. For more information, see [here](#).



## **STEPS TO TAKE WITH UNIVERSITÉ LAVAL BEFORE YOUR ARRIVAL IN CANADA**

### **Before beginning the process of obtaining your work permit:**

You must send your signed agreement, included at the end of this guide, to:

- > Your supervisor, for postdoctoral fellows and training or research interns
- > Your department or faculty head, for visiting professors and researchers

If, at the time you fill the online form below, the present guide has been updated, we ask you to read, sign and upload the latest version.

### **At least one week before your arrival in Canada:**

You must fill out this [online form](#) to confirm your travel to Canada with Université Laval.

You must include the following documents with your completed form:

1. The letter of support for essential travel
2. Your signed quarantine plan
3. Your signed agreement, included at the end of this guide (or its latest version)
4. Your invitation letter containing the Labour Market Impact Assessment (LMIA) exempt job offer number (or your LMIA/CAQ)
5. A copy of your work permit or the letter approving your work permit (introduction letter)

and any other document that will be requested by the online form.

### **Compensation during quarantine**

If a compensation is attached to your invitation at Université Laval, you will need to open a Canadian bank account as soon as possible and provide the check specimen upon request.

If needed, it is possible to open a bank account by phone, by making an appointment with the Caisse Populaire Desjardins of Université Laval at 418 656-2358.

If you are a postdoctoral fellow, a medical fellow or a training or research intern, you will need to complete your registration at the Registrar's office.

The above steps will allow us to start paying you during quarantine, so your collaboration is required.





### Foreign worker or intern agreement

By choosing to come to Université Laval, I certify that I:

- I. Recognize that Université Laval is not responsible for decisions made by airlines, stopover countries, and the Canada Border Services Agency during travelling or of any federal or provincial authority in Canada regarding entry or stay in Canada;
- II. Assume full responsibility for risks associated with travel and entry into Canada;
- III. IRecognize that the formalities required for obtaining the necessary work permit to work in Canada, as well as any other document permitting entry into and residence in Canada, are under the jurisdiction of federal government authorities, and that, consequently, Université Laval may not be held responsible, for any reason, for the refusal of Canadian federal government authorities to grant any permit or issue the necessary authorizations or for any delays encountered in the process;
- IV. Have read this document and will assume the risks associated with travelling to Canada during the COVID-19 pandemic.

Last name, first name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**IMPORTANT: Without a signed agreement, we will not be able to register you if you are an intern or postdoctoral fellow, to register you if you are a visiting professor or researcher or to hire you if you are an employee.**



