

What to do if an employee has COVID-19

Employers play an important role in reducing the spread of COVID-19.

Follow these steps if someone in the workplace has COVID-19:



1. Send staff home if they are sick at work

- If an employee develops symptoms at work, they should go home and self-isolate right away. Encourage them to make an appointment for a COVID-19 test if eligible.



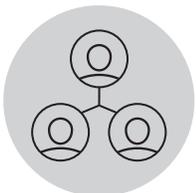
2. Confirm the employee is self-isolating at home

- Individuals who have tested positive on a COVID-19 test (PCR, rapid molecular, or rapid antigen) should self-isolate immediately. Call your staff to confirm they are self-isolating for the duration listed below
- If the individual is immune compromised or either partially vaccinated, or unvaccinated they must self-isolate for 10 days from the onset of symptoms, or from the date of their test (whichever came sooner). E.g., if the exposure was on December 1, self-isolation would last until 11:59 p.m. on December 11
- If the individual is fully vaccinated they must self-isolate for at least 5 days from symptom onset and until their symptoms have been improving for 24 hours (or 48 hours if gastrointestinal symptoms) whichever is longer in duration. If asymptomatic, 5 days from the date of their test.
- A clearance test or doctor's note is not required when it is time for the employee to return to work.



3. Confirm when the employee's symptoms started

- You need to know if they were contagious while at work.
- A person with COVID-19 is contagious from two days before their symptoms appear up to 10 days after their symptoms started.
- If someone tested positive for COVID-19 but did not have symptoms, they are contagious two days before their test and up to 10 days afterward.

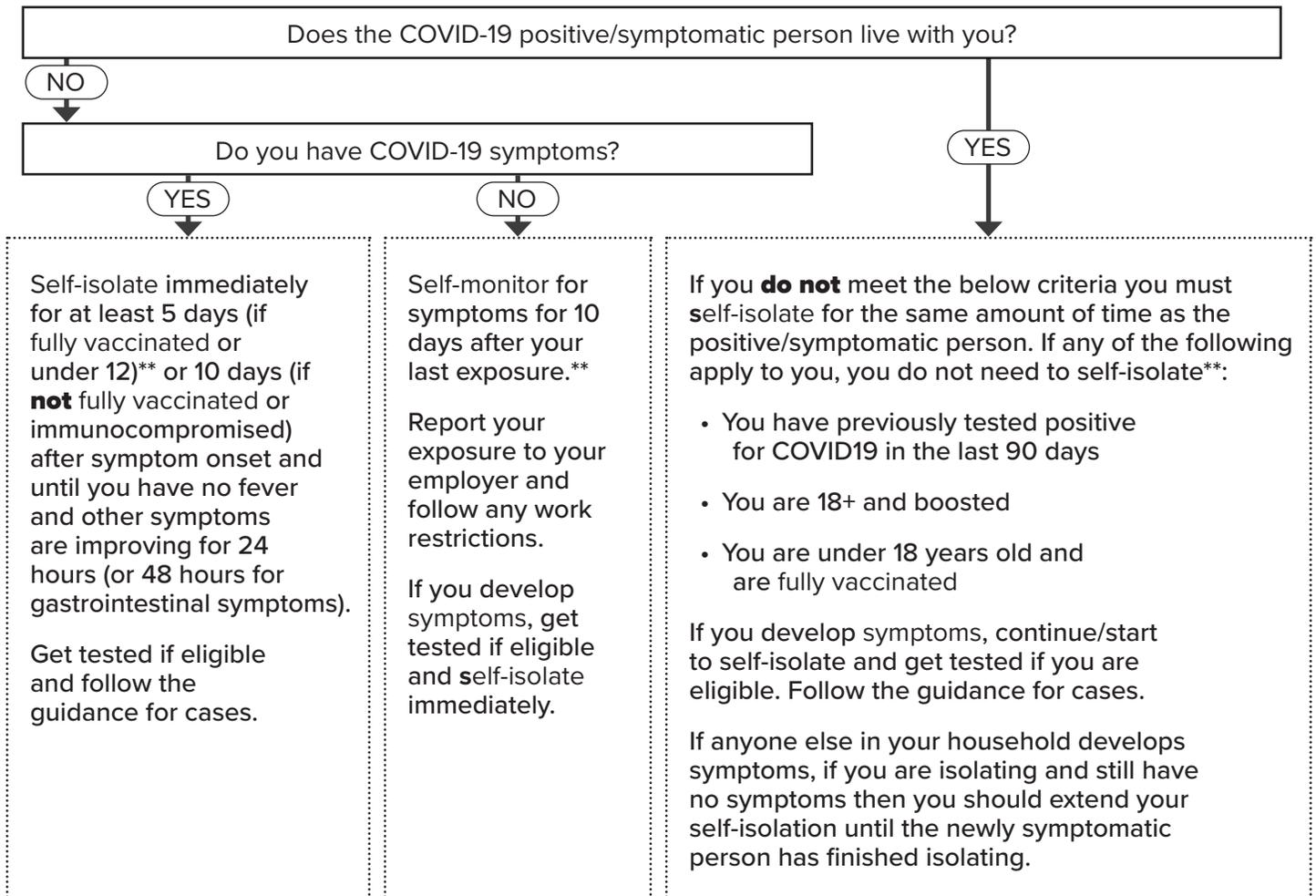


4. Identify close contacts of the infectious employee(s)

- Notify close contacts who were exposed at the workplace to monitor themselves for symptoms of COVID-19.
- Please refer to **Who is a Close Contact at Work** for more information.
- Close contacts must follow the flow chart listed below to determine self-isolation duration.

You've been identified as a close contact of someone who has tested positive for COVID-19 or someone with COVID-19 symptoms. Now what?

This guidance does not apply to individuals who live, work, volunteer or are admitted in a highest risk setting (hospitals, LongTerm Care, retirement homes, congregate living settings)



Wear a well-fitted mask in public, physical distance and maintain other public health measures for 10 days following your last exposure if leaving home. You should **NOT visit or attend work in any highest risk settings and not visit individuals who may be at higher risk of illness (i.e. seniors or immunocompromised) for 10 days after your last exposure.



5. Clean and disinfect surfaces

- Clean all surfaces and areas the employee with COVID-19 may have touched.
- Schedule enhanced cleaning and disinfection to reduce the risk of disease spread in the workplace.
- Follow instructions on disinfecting product labels.



6. Encourage Vaccination

- Getting vaccinated is the best way to protect your workplace from the risks of COVID-19. Encourage all employees to get fully vaccinated with two doses and get their booster dose when eligible.

Who is a Close Contact at Work?

Variants of concern can spread more easily. This means there is a lower threshold for classifying close contacts who must self-isolate, based on factors including amount of contact, use of masks and eye protection, and ventilation.

Close contact

You were within a 2 metre (6 feet) distance for a total of 15 minutes or more throughout the day, even if you were both wearing a mask.



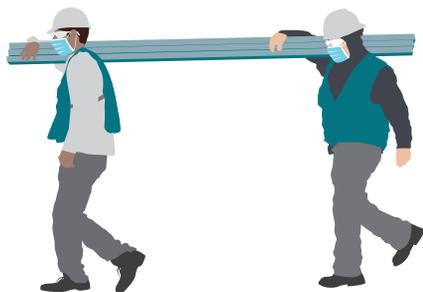
You attended the same meeting in a closed space.



You went for lunch breaks or socialized with a person.

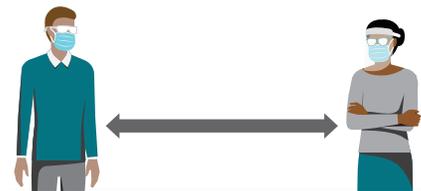


A person who works within close proximity to you.



Not close contact

You maintained a 2 metre (6 feet) distance.



You attended the same meeting, wore masks and eye protection, and kept your distance.



You worked in close proximity but were separated by a plexiglass barrier in an area with good ventilation.



A person who works the same shift as you but in a different area.

