

COVID-19 WORKPLACE ACTIONS (SITE & OFFICE)

SCENARIO 1 - TEST POSITIVE

-Employee tests positive for COVID-19.
-Employee follows up with Public Health and self isolates immediately.

ACTION 1

COVID Response Team determines & completes the following:
Dates of active work
Location/areas of work
Individuals who were in direct/indirect contact with infected person.

Next steps

Include notifying proper personnel, tracking the workers status/symptoms & clearing their return to work.
Notify WSIB within 72 hours
Notify MOL within 4 days
Notify JHS Representative immediately
Notify Union Business Agent of the specific affiliation of the person affected.

SCENARIO 2 - SHOWING SYMPTOMS

-Employee showing symptoms of COVID -19 (fever, cough, difficulty breathing)
-Employee follows up with Public Health and is told to self-isolate based on flu-like symptoms for 14 days

ACTION 2

COVID Response Team determines & completes the following:
Dates of active work
Location/areas of work
Individuals who were in direct/indirect contact with the infected person.

Next steps

Include notifying proper personnel, tracking the workers status/symptoms & clearing their return to work.

SCENARIO 3 - CONFIRMED EXPOSED

-Employee indicates that he/she has been exposed to someone outside the workplace, who is confirmed COVID-19.

ACTION 3

COVID Response Team determines & completes the following:
Dates of active work
Location/areas of work
Individuals who were in direct/indirect contact with the infected person.

Next steps

Include notifying proper personnel, tracking the workers status/symptoms & clearing their return to work.

SCENARIO 4 - POSSIBLY EXPOSED

-Employee indicates that he/she have been exposed to someone outside of the workplace, who has COVID-19 symptoms (fever, cough, difficulty breathing) NOT COVID-19 confirmed.

ACTION 4

COVID Response Team determines & completes the following:

-no additional investigation is required at this point.



Workplace Action:

Engage third party company to provide disinfectant services to infected work areas. Refer to office and worksite cleaning guidelines following potential COVID-19 contamination document. Review disinfectant requirements (work areas vs. shutting down worksite), rollout communication plan and alternative work arrangements where necessary. If more than one individual is infected, shutting down the workplace is required for 24 hours +. A plan to deal with workplace is developed and approved to ensure all measures are met and a safe re-opening happens.

Indirect Contact:

Notify individuals of person infected and confirm indirect contact. If they indicate direct contact, follow direct contact action plan. Identify and clean additional areas as may be indicated by this group. Send anyone home who has shown any COVID-19 symptoms (fever, cough, difficulty breathing)
Those that have not shown symptoms to remain on alert and check in each morning for a period of 14 days prior to entering the workplace - engage in self-monitoring.

Direct Contact:

All workers to be sent home for 14 days self-isolation. Follow provincial health link protocols for testing and isolation. If no symptoms occur over 14 days, workers may return to work. Must check in to workplace prior to entering workplace (check for COVID-19 symptoms)
If this worker develops symptoms, notify workplace and health authorities on potential testing. If they become infected, follow steps at the beginning to flow chart to track and notify required personnel and disinfect work areas if needed.

Workplace Action:

Refer to office and worksite cleaning guidelines following potential COVID-19 contamination document, complete proper disinfectant procedures.

Indirect Contact:

Employee showing symptoms to start list to identify indirect contacts so its active to deploy should COVID-19 be confirmed for this worker.

Direct Contact:

Notify workers of person infected and confirm direct contact. Share the need to self-monitor for 14 days. If direct contact shows no symptoms, they can continue to work. If direct contact shows symptoms (fever, cough, difficulty breathing), send the worker home and repeat above "Action 2" steps for worker.
-Where required and for precautionary measures, workers may be sent home to self-isolate even if showing no symptoms.



Indirect Contact:

Confirm indirect contact, and if the indirect contact shows no symptoms, let them know to self-monitor, check in each morning for a period of 14 days prior to entering the workplace. Confirm indirect contact, if indirect worker is showing symptoms, send home to self-isolate and follow "Action 2" steps - Scenario 2.

Direct Contact:

Send all workers home who had direct contact to self-isolate for 14 days, no matter if they show COVID-19 symptoms (fever, cough, difficulty breathing) or not. Clear workers to return to workplace if after 14 days of no COVID-19 symptoms (fever, cough, difficulty breathing). If the worker shows COVID-19 symptoms, follow "Action 2" steps - Scenario 2.

Indirect Contact:

Confirm indirect contact, and if the indirect contact shows no symptoms, they can continue to work. Confirm indirect contact, if indirect worker is showing symptoms send home to self-isolate and follow "Action 2" Steps - Scenario 2.

Direct Contact:

Send all workers home who had direct contact to self-isolate for 14 days, no matter if they show COVID-19 symptoms (fever, cough, difficulty breathing) or not. Clear workers to return to workplace if after 14 days of no COVID-19 symptoms (fever, cough, difficulty breathing). If the worker shows COVID-19 symptoms follow "Action 2" steps - Scenario 2.

