



COVID19 Workplace Guidance

MINISTRY OF HEALTH AND WELLNESS, SEPTEMBER 2, 2021

What to Do If You Have a COVID-19 Confirmed Positive Worker or a Worker Who Has Been Exposed to a Confirmed Case of COVID-19 or a worker who is ill?

Suspected or Confirmed Cases of COVID-19 in the Workplace

The contact tracing teams from Ministry of Health and Wellness polyclinics are responsible for assessing possible contacts and advising individuals and businesses linked to cases on required actions.

There is benefit however in providing guidance to business places to complement the efforts of contact tracing teams to reduce the risk of spread through measures which include testing for COVID-19 and quarantining.

Key points

- The approach to each business place may vary based on several factors such as protocols being followed, the number of cases, when cases were last in the workplace, number of likely close contacts, level of compliance with infection prevention and control measures by staff, etc.
- A risk assessment is done for each work place to determine the level of contact persons had with the positive case and if they would be classified as primary or secondary contacts.
- Testing depends on the date of exposure: usually 2 tests will be required for clearance if exposure is 5 days or less and 1 test if the exposure is 5 days or greater
- The Contact Tracing Officer will contact the business and coordinate the testing and quarantine period for the staff.
- A list of all employees who work closely together should be made available to the contact tracing team. The list should include the names of the staff, their addresses, telephone numbers and other contact information eg. ID numbers.
- Usually only primary contacts need to be tested however the contact tracing team would advise on this. The contact tracing team will also be advised on quarantine at an approved location.
- Infection, prevention and control protocols should be practiced at all business houses at all times and these practices need to be re-enforced periodically.

If someone is sick

- Employees who arrive at work with symptoms or who become ill during the day should report to their supervisors. The employee should be advised to have an assessment done by a healthcare provider and in the case of flu-like symptoms a COVID-19 test is required.
- Those who become sick while away from work should inform the supervisor and stay away from work until cleared by a healthcare provider. Healthcare providers would normally provide documentation in support of return to work and a COVID-19 test may be required¹.

Cleaning and Disinfection

- If someone becomes sick at the workplace (within the last 24 hours), then the spaces that the person interacted with should be cleaned and disinfected.
- Persons assigned to do clearing should ideally let at least an hour pass before entering the area.
- The focus of efforts should be on any areas occupied by the person who is sick or diagnosed with COVID-19 that had not yet been cleaned and disinfected².
- Appropriate PPE, gloves and mask, should be worn during the cleaning processes. The area to be cleaned should have increased air circulation. (Open doors and windows, and use fans or HVAC (heating, ventilation, and air conditioning) to increase air circulation. If the areas needs to be vacuumed it is preferable to use equipment with high-efficiency particulate air (HEPA) filter and bags.

Time and cleaning guidance

Please see the table below which shows guidance on what to do depending on the time that has passed pertaining to cleaning:

Less than 24 hours	Clean and disinfect the space
More than 24 hours	Cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility
More than 3 days	No additional cleaning (beyond regular cleaning practices)

¹ During times of increased cases documentation of a test result or note of clearance to return to work may be delayed.

² Further information is available in Cleaning & Disinfecting for COVID-19 Version 1.0

Of note:

If it has been less than 7 days since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Close or Primary Contacts

- A person is usually considered to be a close or primary contact if they had interactions with a confirmed case without protective equipment for more than 15 minutes at a distance of less than 6 feet
- Potentially exposed employees should be tested and should self-quarantine until cleared or confirmed as positive by a healthcare provider.