



COVID-19 INCIDENT REPORTING AT CFMWS

This document is intended for Senior Local Employer (SLERs), Local OHS Committee Members/Representatives, Local HR Offices and Managers.

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Table of content

Introduction	2
FAQ	2
CFMWS Standard Operating Procedure – COVID-19 Incident Reporting	4
Annex 1 – Staff COVID-19 Internal Contact Tracing Forms	8
Annex 2 – Staff COVID-19 Notification	13
Annex 3 – When can an employee be directed to self-isolate	15
Annex 4 – When can an employee be expected to return to work if they were tested for COVID-19	16
Annex 5 – Public Health Authorities Contact Information	17

Introduction

Sometimes, despite a person’s best efforts to protect themselves from an exposure, an employee may fall ill to COVID-19. A positive diagnosis can be stressful for the employee and can be concerning to the manager. This resource explains the steps that Public Health authority will take when a person tests positive and the role that Public Health will play in assessing risk of exposure at a workplace as well as CFMWS standard operating procedure.

NOTE 1: Some variation may occur depending on the location as Public Health is managed under provincial jurisdictions.

FAQ

1. Are CFMWS employees obligated to disclose COVID-19 testing and results?

Yes. COVID-19 constitutes a workplace hazard under the Canada Labour Code. As per CFMWS OHS policy (HRPOL 13), employees and any persons entering into NPF workplaces are responsible for reporting all known or foreseeable hazards, occupational injuries or illnesses, any OHS issues or any violation to the OHS policy to their manager/supervisor.

2. What are the steps taken by Public Health when a person is diagnosed with COVID-19?

2.1 The testing lab notifies the responsible public health unit of each positive case of COVID-19.

2.2 Public Health staff then follow-up with the individual case to:

- let the person know that they tested positive and to answer any questions they may have;
- advise them of the need to self-isolate for a specified duration of time;
- try to determine how they may have been exposed to COVID-19; and
- determine the places they went while infectious (e.g., to work or public places) and who their close contacts were (e.g. relatives, friends, co-workers, clients/visitors). If close contacts are identified, Public Health will contact them and anyone else who they may need to speak with to assess risk to others (e.g., their employer).

2.3 Public Health staff will then follow-up with close contacts to let them know of the situation, to confirm if they were a close contact, and if so, to advise them to immediately self-isolate for 14 days following the last date of exposure to the case. They will also give them information on how to self -monitor for symptoms, and what to do if they develop symptoms over the 14 days.

Due to the way in which COVID-19 spreads to others (through respiratory droplets), only close contacts of the sick person are at an additional risk. Public Health will therefore only call close contacts.

3. What happens if the individual was at work while infectious?

There is now community spread of COVID-19 in several cities in Canada, as such all interactions in these cities should be treated as a potential risk of exposure. If a person was at work while infectious, Public Health staff will determine if they posed any additional risk to the workplace than what exists in the general community.

NOTE 2: Not all cases result in exposures. A transient interaction (e.g., walking past someone who tested positive) does not pose an increased risk.

Public Health will consult the employer if additional information is needed related to the individual (e.g., to confirm their close contacts or to clarify details that the employee cannot provide) or if any other measures need to be taken by the workplace or staff to reduce the risk of transmission.

It is important to note that Public Health:

- is required by law to respect the privacy of the sick person.
- will only disclose a positive case to an employer if it is needed to manage the exposure risk to others. Therefore, the SLER should not hesitate to contact them or visit their website.

For information about self-isolation of employees that may have been in contact with a sick employee, consult Annex 3.

4. What is contact tracing?

Contact tracing is the process of identifying, assessing, and managing people who have been exposed to a disease to prevent onward transmission. When systematically applied, contact tracing will break the chains of transmission of COVID-19 and is an essential public health tool for controlling the virus.

Contact tracing slows the spread of COVID-19 by:

- Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and symptoms of COVID-19
- Helping people who may have been exposed to COVID-19 get tested
- Asking people to self-isolate if they have COVID-19 or self-quarantine if they are a close contact of someone with COVID-19

5. Why conducting a internal contact tracing in the workplace?

By conducting a internal contact tracing in the workplace with employees who tested COVID-19 positive, CFMWS is controlling COVID-19 hazard in the workplace as well as supporting and facilitating Public Health efforts to prevent the spread of COVID-19. CFMWS has an obligation to take every reasonable precaution for the health and safety of workers.

6. Why contacting Local Public Health when we are made aware that an employee tests positive to COVID-19?

As the employee might provide DND as their employer, it is important that CFMWS SLER contacts Local Public Health to establish the proper link for information. CFMWS cannot delegate safety responsibilities to DND and must be pro-active.

CFMWS Standard Operating Procedure – COVID-19 Incident Reporting

The CFMWS workplace must use the following guidance to manage response when a symptomatic employee undergoes COVID-19 testing.

NOTE 3: If the employee reports a COVID-19 condition different than the one below, such as symptomatic individuals that are not being tested, and asymptomatic individuals that are being tested, please contact Local HR for guidance.

Symptomatic employee undergo COVID-19 testing	
<p>1. Employee notifies the manager that they are waiting the results of a COVID-19 test.</p> <p>Note: Symptomatic individuals are quarantined while awaiting test results.</p>	Employee
<p>2. Once notified by the employee, the manager:</p> <ul style="list-style-type: none"> • Informs sick employee to follow Public Health directives, stays in self-isolation and notifies of results immediately upon receipt. • If the employee is at work already, pay the employee for the remaining of the shift. • If the employee is at home, follow the Decision Tree – Employee inability to work • Notifies Local HR and SLER of testing. The SLER, Local HR and the Manager may share the name of the individual among themselves to be able to conduct their work. • Ensures cleaning and disinfection of the employee’s workstation as well as all high-touch surfaces around the employee workstation as per Cleaning products and disinfectants. Other high-touch surfaces in common areas are part of the COVID-19 daily cleaning. • Organises the short-term work schedule. • Follows-up by phone with employee 48hrs later if the employee has not communicated results. 	Manager

Symptomatic employee receives <u>positive</u> test result	
Steps are to be completed with urgency and immediately after notification of the positive COVID-19 case.	
<p>1. Notifies the manager immediately of COVID-19 positive test result, provides the date of their last shift, and shares the directives related to work Public Health provided them with.</p> <p>Note: Individuals with COVID-19 are absent from work for at least 14 days from symptoms onset. They must obtain Public Health clearance (verbal or written) before returning to work. Manager shall not request a medical note, but should rather take the employee’s word. In case of doubt, the manager may consult Annex 4 or ask the SLER about Public Health directives.</p>	Employee
<p>2. Once notified by the employee, the manager:</p> <ul style="list-style-type: none"> • Informs sick employee that the SLER will follow up for a internal contact tracing in the workplace if the last time they attended work was within the last 14 days. • Informs immediately Local HR and the SLER of a positive test result. • Consult the Decision Tree – Employee inability to work • to determine the employee status while unable to enter the workplace. 	Manager

<ul style="list-style-type: none"> • Monitors the reactions of people in the workplace and intervenes if employees show fear or anxiety as employees might hear the news before it is disclosed. - If CAF/client speaks in the workplace about a CFMWS employee results, a manager should take them aside and discuss the preventive measures taken to protect the workers and clients. The person should be reminded to respect the privacy of the individual sick. • Ensures respect of privacy of the sick person. 	
3. Ensures the Standard Operating Procedure – COVID-19 Incident Reporting is started immediately following the notification. If the SLER is not available, ensures their replacement or a manager takes over.	Local HR
4. Notifies CFMWS OHS Team at HQ Labelle	Local HR
5. Notifies NSER as well as your local military chain of command of the positive case and keeps them up to date as required.	SLER
Note: As CFMWS is a separate employer, do NOT share the name of the sick employee with your local military chain of command.	
6. Provides Local HR Office with a copy of all information collected.	SLER
7. Helps the SLER with the process and provides employees' personal phone number(s).	Local HR
8. Gathers who was in the workplace up to 48 hours prior to sick person's symptoms first occurring to help identify who might have been in contact with the sick employee in the workplace. <ul style="list-style-type: none"> • Request the record of individuals' visits/attendance at the entrance of the building. It is important to have the names along with the dates. • Obtains the list of all employees who were scheduled to work. 	SLER
9. Interviews the employee who tested COVID-19 positive and complete Annex 1 - Staff COVID-19 Contact Tracing Form.	SLER
Note: The SLER, for practical reasons, may delegate contact tracing to the manager of the outlet where the sick employee work.	
10. Contacts employee(s) with whom the employee who tested COVID-19 positive had close contacts* to ask them to self-isolate and contact Local public health for further directives.	SLER
11. Informs Local Public Health that they are CFMWS point of contact for this case. <p>Note: As the contact, you find the answers to Public Health's questions and contact them when guidance is required. This action must remain with the SLER to ensure consistency in information provided and received from Public Health.</p>	SLER
12. With the participation of the LOHSC/Rep, updates the BRP risk assessment and /or conduct a COVID workplace inspection to determine if additional COVID-19 mitigation principles and strategies are required.	SLER
13. In consultation with Local Public Health, your local military chain of command, the National Senior Employer Representative (NSER), the manager and Local OHS Committee, decides if closure of the workplace is required. If so, puts in place communication plan to inform employees, and stakeholders.	SLER
14. Notifies employees of a positive case in the workplace, if determined necessary. A sample script can be found in Annex 2.	Manager
15. Monitors the reactions of people in the workplace and intervenes if employees show fear or anxiety. Reassures them with the measures in place to prevent transmission of COVID-19. Provides EFAP contact information as required. Ensures respect of privacy of the sick person.	Manager

<ul style="list-style-type: none"> If CAF/client speaks in the workplace about a CFMWS employee results, a manager should take them aside and discuss the preventive measures taken to protect the workers and clients. The person should be reminded to respect the privacy of the individual sick. 	
16. Ensures business continuity or plans for reopening.	Manager
17. Asks Public Health if they found an epidemiologic link in the workplace and communicates the response to Local HR. Note: Public Health will verify if another positive person (employee, client, CAF member) was in the workplace in the past 14 days and assess the probability of transmission.	SLER
18. If Public Health found an epidemiologic link in the workplace, ensures completion of the WCB forms by the parties and incident report as it is an occupational illness. Note: For more details, refer to SOP - HRPOL Section 6 - Occupational Illness and Injury Claim Processing.	Local HR

Symptomatic employee receives <u>negative</u> test result	
1. Notifies the manager as soon as possible of COVID-19 negative test result and shares the directives related to work Public Health provided them with. <ul style="list-style-type: none"> Note: Usually, the employee is absent until they are symptom-free for at least 24 hours. Consult the Decision Tree – Employee inability to work to determine the employee status while unable to enter the workplace. 	Employee
2. Informs immediately Local HR and the SLER of the <u>negative</u> test result.	Manager
3. Notifies CFMWS OHS Team at HQ Labelle	Local HR
4. Notifies NSER	SLER
5. Monitors the reactions of people in the workplace and intervenes if employees show fear or anxiety. Reassures them with the measures in place to prevent transmission of COVID-19. Provides EFAP contact information as required. Ensures respect of privacy of the sick person. <ul style="list-style-type: none"> If CAF/client speaks in the workplace about a CFMWS employee results, a manager should take them aside and discuss the preventive measures taken to protect the workers and clients. The person should be reminded to respect the privacy of the individual sick. 	Manager

Symptomatic employee receives <u>inconclusive</u> test result	
1. Notifies the manager as soon as possible of COVID-19 <u>inconclusive</u> test result and shares the directives related to work Public Health provided them with. <ul style="list-style-type: none"> Note: Usually, the employee is absent until they are symptom-free for at least 24 hours. Consult the Decision Tree – Employee inability to work to determine the employee status while unable to enter the workplace. 	Employee
2. Informs immediately Local HR and the SLER of the <u>inconclusive</u> test	Manager

result.	
3. Notifies CFMWS OHS Team at HQ Labelle	Local HR
4. Notifies NSER	SLER
5. Notifies Public Health Authorities (if not already done)	SLER
6. Monitors the reactions of people in the workplace and intervenes if employees show fear or anxiety. Reassures them with the measures in place to prevent transmission of COVID-19. Provides EFAP contact information as required. Ensures respect of privacy of the sick person. <ul style="list-style-type: none"> If CAF/client speaks in the workplace about a CFMWS employee results, a manager should take them aside and discuss the preventive measures taken to protect the workers and clients. The person should be reminded to respect the privacy of the individual sick. 	

Annex 1 – Staff COVID-19 Internal Contact Tracing Forms

Communication Tips for Successful Interviews

Conducting interviews and notifying employees of potential exposure is a high-stress situation and may be difficult. Use the tips below to help navigate these potentially challenging situations.

- **Keep mental state in mind:** The person being interviewed or notified is likely to be upset; they may be scared, too sick to talk or may have lost a loved one to the virus. People may be angry at the person they think exposed them to the virus. That sick person's name is confidential. Assure them that their information will be kept confidential as well.
- **Be confident and build trust:** Communicate with empathy (“I understand this isn't easy.”) and maintain professional boundaries with the person being interviewed. Be polite and non-judgmental. Help address the employee's concerns.
- **Stick to the facts:** Provide clear information and correct any misconceptions about COVID-19. Avoid using unnecessary technical terms, jargon or acronyms. Interviewers should resist the urge to answer a question unless they are sure of the answer; instead, find out and get back to the employee.

Definitions:

Close Contact: A person who came within 2 metres (6 feet) of a person who has tested positive, for more than 15 minutes (the longer they were within 2 metres the higher the risk*), from up to 2 days (48 hours) before the person who tested positive was sick.

A person who had direct contact with infectious bodily fluids (e.g., coughed on or sneezed on) from up to 2 days (48 hours) before they became sick.

*Interactions where people briefly come within 2 metres (6 feet) of each other, such as walking by someone on the sidewalk, are generally not considered close or high-risk contacts.

Staff COVID-19 Internal Contact Tracing Form – Employee who tested COVID-19 positive

Privacy notice

Personal information is collected pursuant to *Part II of the Canada Labor Code and Part XV of the Canada Occupational Health and Safety Regulations*. The information is used to administer occupational safety and health activities, including occupational injuries and illness and, where applicable, the investigation of occurrences of such injuries and illness.

Personal information is protected, and is only used and disclosed in accordance with the [Privacy Act](#) and as described in personal information bank [Occupational Health and Safety – PSU 907](#). Under the Act, individuals have rights of access to and correction of their personal information, and the right to file a complaint to the Privacy Commissioner of Canada regarding the institution’s handling of personal information.

If you require clarification about this statement, contact the Canadian Forces Morale and Welfare Services’ privacy coordinator at ATIP.AIPRP@cfmws.com. For more information on the *Privacy Act*, consult the [Office of the Privacy Commissioner of Canada](#).

This form is to be completed by the SLER when conducting the interview of a CFMWS employee who tested COVID-19 positive and attended work in the past 14 days. The SLER, for practical reasons, may delegate contact tracing to the manager of the outlet where the sick employee work. The interviewer will preserve confidentiality and conduct an interview to create a timeline which will enable the workplace to take preventative measures, if necessary. This is NOT intended for clients.

* The interviewer sends an electronic copy by encrypted email to Local HR Office when completed and securely disposes of all copies, paper and electronic after 30 days.

Name of the sick employee:

Phone Number:

Job Title:

Location / Base:

Division:

Name of the Manager:

Office Phone Number:

Name of the SLER conducting the interview and filling the form:

Date of interview:

Questions	Answers	Why do I ask this question...
The interviewer must read the privacy statement above.	Statement read: <input type="checkbox"/> Yes <input type="checkbox"/> No	As the personal info is collected over the telephone, a condensed script of the privacy notice should be included in the talking points to be read to the individual.
1. When did you get tested?	(YYYY-MM-DD)	Help to know current testing time in case we have other employees that require testing.
2. When did you receive a confirmed positive test report?	(YYYY-MM-DD)	
3. When did symptoms first start?	(YYYY-MM-DD)	We use this date to count the 14 days of incubation. Then, we work with Local Public Health/ Preventative Med to determine if there is an epidemiologic link with any other cases in the workplace.
4. When did you start isolation? When is it supposed to end?	Start : (YYYY-MM-DD) End : (YYYY-MM-DD)	

Questions	Answers	Why do I ask this question...
5. When did you work for CFMWS – “division” in the last (14 days)?		We want to identify if your case is related to another case we could have had on the Base/Wing/Unit.
6. In the 48 hours before the onset of symptoms, where or in what area did you work / visit?		We want to increase the cleaning and disinfection of the areas you may have touched to limit transmission of COVID-19.
7. In the 48 hours before the onset of symptoms, for the days when you were working, did you have close contacts* in the workplace? List their names (don't forget interactions at break and lunch time in the workplace, in parking lot, in carpooling during work related duties). The SLER should have a list of the employees that were scheduled to work in the past 2 weeks to help recollect the info.		In order to keep the workplace safe for everyone, we will contact the employees with whom you had close contacts* to ask them to self-isolate and we will recommend them to contact Local public health for further directives.
8. For Local Public Health, Base/Wing/Unit Preventative Med, and the close contacts* (CFMWS employees only), do you allow me to unveil your identity when I talk to them about contact tracing and/or being in close contact with a COVID-19 positive?	<p>Close contacts* (CFMWS employees only): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Local Public Health: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Base/Wing/Unit Preventative Med.: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comments, if any:</p>	<p>The employee and the employer have responsibilities to maintaining a safe and healthy workplace under the Canada Labour Code. Therefore, we share positive cases with those who need to know so they can take preventive measures to contain the spread of COVID-19. This includes Local Public Health, Preventative Med and the close contacts. Under the privacy legislation, we must protect your identity unless you consent to disclose. Your permission to unveil your identity will facilitate contact tracing and avoid error among cases. We will remind the individuals to keep your identity confidential.</p> <p>Note that, in some circumstances, it may be appropriate to also advise the individual that even if they do not provide consent, CFMWS may disclose their identity in accordance with para 8(2)(m) of the Privacy Act, if there is an overriding public interest in the disclosure.</p> <p>Only the CEO, Chief of Staff or CFMWS privacy coordinator may make the decision to disclose personal information pursuant to para 8(2)(m) of the Act, based on an invasion of privacy test.</p> <p>Hopefully, CFMWS will not have to rely on this provision to disclose the identity of the person without consent, but I can assist in this regard if necessary, including notifying the Office of the Privacy Commissioner of Canada prior to the disclosure to the extent possible or shortly thereafter.</p>
9. What directives did Local Public Health provide you with about a safe return to work?		We want to plan for a safe return to work.
10. Let the employee know that you may contact them again to clarify information that may be brought to your attention.		

Close contact 2 - Employee's Name:		Phone:	Date of Close contact:
Date of call (YYYY-MM-DD)	Summary of discussion and recommendations from SLER	Date for next call (YYYY-MM-DD)	Directives the employee received from Public Health, if any

Close contact 3 - Employee's Name:		Phone:	Date of Close contact:
Date of call (YYYY-MM-DD)	Summary of discussion and recommendations from SLER	Date for next call (YYYY-MM-DD)	Directives the employee received from Public Health, if any

Close contact 4 - Employee's Name:		Phone:	Date of Close contact:
Date of call (YYYY-MM-DD)	Summary of discussion and recommendations from SLER	Date for next call (YYYY-MM-DD)	Directives the employee received from Public Health, if any

Close contact 5 - Employee's Name:		Phone:	Date of Close contact:
Date of call (YYYY-MM-DD)	Summary of discussion and recommendations from SLER	Date for next call (YYYY-MM-DD)	Directives the employee received from Public Health, if any

Definitions:

Close Contact: A person who came within 2 metres (6 feet) of a person who has tested positive, for more than 15 minutes (the longer they were within 2 metres the higher the risk*), from up to 2 days (48 hours) before the person who tested positive was sick.

A person who had direct contact with infectious bodily fluids (e.g., coughed on or sneezed on) from up to 2 days (48 hours) before they became sick

*Interactions where people briefly come within 2 metres (6 feet) of each other, such as walking by someone on the sidewalk, are generally not considered close or high-risk contacts

Annex 2 – Staff COVID-19 Notification

Communicating with your team and anyone else who needs to know throughout this process will be key, long before you begin operations again.

Communication Tips for Successful Announcement

It is more appropriate to inform employees of a positive case in the workplace one-on-one to ensure confidentiality. Make sure you inform only the people that need to know.

- **Keep mental state in mind:** The person being notified is likely to be upset; they may be scared. People may be angry at the person they think exposed them to the virus. That person's name is confidential. Assure them their information will be kept confidential as well.
- **Be confident and build trust:** Communicate with empathy (“I understand this isn't easy”) and maintain professional boundaries with the person being notified. Be polite and non-judgmental. Help address the employee's concerns.
- **Stick to the facts:** Provide clear information and correct any misconceptions about COVID-19. Avoid using unnecessary technical terms, jargon or acronyms. Managers should resist the urge to answer a question unless they are sure of the answer; instead, find out and get back to the employee.

Talking points for the Manager:

- The COVID-19 situation is evolving. Today we were notified that one of our staff has been confirmed with having the COVID-19 virus. The employee last worked on <INSERT DATE>.
- At this time, the employee is in self isolation <INSERT DESCRIPTION OF HOW THEY ARE DOING, if known and necessary>.
- We are working closely with Public Health to assist them with their investigation. They have stated <INSERT PUBLIC HEALTH RISK LANGUAGE HERE – TO BE PROVIDED BY PUBLIC HEALTH>.
- We are taking all necessary precautions:
 - Employees who were identified as **close contact** are being contacted one-on-one by the SLER. They are advised to self-isolate and contact Local Public Health for further directives.
- *Select as appropriate:*
 - We have cleaned and disinfected all high-touch surfaces as well as the areas visited by the sick employee; OR
 - We have closed our <OFFICE/STORE -INSERT DESCRIPTION OF BUSINESS TYPE> to undertake a **1-day** deep clean as recommended by the Public Health Agency of Canada.
 - <INSERT any other measures taken or to be taken>
- *We do know that COVID-19 is now in our community, so again we encourage everyone to take precautions and wash your hands and practice physical distancing, when you do have to go out. Also, wear a non-medical mask when it is not possible to consistently maintain a 2-metre physical distance from others.*
- *We're here for you during these difficult times.*
- *Employee and Family Assistance Program (EFAP) is available 24/7 to support you: 1-800-387-4765, TTY: 1-877-338-0275 or online: workhealthlife.com*

- *You can visit CFMWS.com/OHS to find information about COVID-19 or visit Public Health website listed on Annex 5.*
- *Do you have any questions? If I don't know the answer, I will get back to you.*

Annex 3 – When can an employee be directed to self-isolate

Table 1 – Categories of contacts by exposure risk level should be used as a guide only as information may change overtime or may vary by province. Managers/supervisors and employees shall follow Local Public Health directives at all time.

Table 1 – Categories of contacts by exposure risk level

Risk Level	Description of Risk Level	Isolation Level/ Contact actions
High	<p>Close contact(s) of a confirmed case:</p> <ul style="list-style-type: none"> provided direct care for the case (including health care workers, family members or other caregivers), or who had other similar close physical contact (e.g. intimate partner) without consistent and appropriate use of recommended personal protective equipment¹, OR who lived with or otherwise had close, prolonged² contact (within 2 metres) with a case up to 48 hours prior to symptom onset or while the case was symptomatic and not isolating, OR had direct contact with infectious body fluids of a case (e.g., was coughed or sneezed on) without the appropriate use of recommended personal protective equipment¹. 	<p>Quarantine (self-isolate) at home and contact Local Public Health authority for further directive.</p> <p>Can telework, if possible. If not consult the Decision Tree – Employee Unable to Enter the Workplace Due to COVID-19 to determine the employee status while unable to enter the workplace.</p> <p>If they become unwell at any time within their 14-day isolation period, get tested, and inform employer.</p>
Medium	<p>Non-close contact:</p> <ul style="list-style-type: none"> provided direct care for the case, (including health care workers, family members or other caregivers) or who had other similar close physical contact with consistent and appropriate use of personal protective equipment¹, OR who lived or otherwise had prolonged² contact but was not within 2 metres of a case up to 48 hours prior to symptom onset or while the case was symptomatic and not isolating. 	<p>Self-monitor for symptoms for 14 days following their last contact unless directed otherwise by Local Public Health authority.</p> <p>Attend work as usual.</p>
Low/No known risk	<p>Only transient interactions (e.g., walking by the case or being briefly in the same room) or unknown but possible transient interaction due to the occurrence of local community transmission.</p>	<p>Follow actions recommended for the entire population.</p> <p>Attend work as usual.</p>

Ref. Table 1 adapted from Public Health Agency of Canada (PHAC), [Public health management of cases and contacts associated with coronavirus disease 2019 \(COVID-19\)](#), dated 2020-07-20

¹ Non-medical masks (NMMs) or cloth face coverings are not considered a form of personal protective equipment (PPE) as they do not provide protection to the wearer, but they do help protect those around by containing the wearer’s respiratory droplets.

² Prolonged exposure is defined as lasting for more than 15 minutes.

Annex 4 – When can an employee be expected to return to work if they were tested for COVID-19

Table 2 - Instructions for individuals tested for COVID-19 should be used as a guide only as information may change overtime or may vary by province. Managers/supervisors and employees shall follow Local Public Health directives at all time.

Table 2. Instructions for individuals tested for COVID-19

Contact History	Lowest Risk	Moderate Risk	Higher Risk	Highest Risk
What is the EE contact and travel history?	NO close contact with someone who tested positive for COVID-19 and NO travel outside of Canada	NO close contact with someone who tested positive for COVID-19 and NO travel outside of Canada	Close contact with someone who tested positive for COVID-19 and/or Traveled outside of Canada	Close contact with someone who tested positive for COVID-19 and/or Traveled outside of Canada
Does the EE have symptoms of COVID-19?	NO symptoms	At least one symptom	NO symptoms	At least one symptom
What do the EE do while they await for test result?	EE should self-monitor , but they are NOT required to self-isolate while they wait for your test result.	EE MUST self-isolate and self-monitor Do NOT return to work in-person Consult the Decision Tree – Employee Unable to Enter the Workplace Due to COVID-19 to determine the employee status while unable to enter the workplace.	EE MUST self-isolate and self-monitor Do NOT return to work in-person Consult the Decision Tree – Employee Unable to Enter the Workplace Due to COVID-19 to determine the employee status while unable to enter the workplace.	EE MUST self-isolate and self-monitor Do NOT return to work in-person Consult the Decision Tree – Employee Unable to Enter the Workplace Due to COVID-19 to determine the employee status while unable to enter the workplace.
When can EE end self-isolation and return to work? This is based on your test result (positive or negative), and your risk level (symptoms, contacts, and travel history). If the test result is positive, Public Health will follow-up with the individual to	Tested Positive: EE can end self-isolation 14 days after the date their swab was taken AND they have not developed any symptoms of COVID-19. Tested Negative: EE is not required to self-isolate. Continue	Tested Positive: EE can end self-isolation 14 days after the date their swab was taken AND they have no fever AND their symptoms have been improving for at least 72 hours. Tested Negative:	Tested Positive or Tested Negative: EE can end self-isolation 14 days after the date their swab was taken OR 14 days from their last exposure*/ return to Canada, whichever is longer AND they have not developed any	Tested Positive or Tested Negative: EE can end self-isolation 14 days after their symptoms started OR 14 days from your last exposure*/ return to Canada, whichever is longer AND they have no fever

provide further instructions.	to practice physical distancing.	EE can end self-isolation at least 24 hours after their symptoms have resolved.	symptoms of COVID-19.	AND their symptoms have been improving for at least 72 hours.
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*Exposure: Being in close physical contact with a person who has tested positive for COVID-19 or traveled outside of Canada.

Ref. Table 2 Adapted from Ottawa Public Health, [TESTED, NOW WHAT](#), dated 8 July 2020.

Annex 5 – Public Health Authorities Contact Information

Public Health Authorities		
Provinces and Territories	Telephone number	Website
British Columbia	811	www.bccdc.ca/covid19
Alberta	811	www.myhealth.alberta.ca
Saskatchewan	811	www.saskhealthauthority.ca
Manitoba	1-888-315-9257	www.manitoba.ca/covid19
Ontario	1-866-797-0000	www.publichealthontario.ca
Quebec	1-877-644-4545	www.quebec.ca/en/coronavirus
New Brunswick	811	www.gnb.ca/publichealth
Nova Scotia	811	www.nshealth.ca/public-health
Prince Edward Island	811	www.princeedwardisland.ca/covid19
Newfoundland and Labrador	811 or 1-888-709-2929	www.gov.nl.ca/covid-19
Nunavut	867-975-5772	www.gov.nu.ca/health
Northwest Territories	911	www.hss.gov.nt.ca
Yukon Territory	811	www.yukon.ca/covid-19