

# Appendix C: Responding to COVID-19 in the Workplace

## A) If an employee develops symptoms similar to those of COVID-19 while at work

### Employee Responsibilities

If an employee identifies that they or another employee have developed symptoms similar to those of COVID-19, they are to immediately notify their immediate supervisor or manager and remove themselves from the workplace with the least possible amount of physical contact with workspaces or other employees.

For purposes of this section, symptoms similar to COVID 19 can include, but are not limited to:

- New or undiagnosed cough;
- Fever;
- Difficulty breathing;
- Pneumonia;
- Sore throat;
- Loss of taste or smell;
- Unexpected muscle pain;
- New or undiagnosed nausea, vomiting, or diarrhea;
- New or undiagnosed nasal congestion or runny nose; and
- Difficulty swallowing.

Once isolated, it is important that the employee cooperates with their immediate supervisor or manager to provide information regarding their exposure to the workspace, other employees, and third parties. This can include:

- Notifying their manager or supervisor where they worked that day;
- Disclosing any interactions with fellow staff, students, or others;
- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.

Employees with symptoms compatible with COVID-19 should get tested and isolate while test results are pending or not available, unless there is a known alternative diagnosis provided by a health care provider.

- Employee to contact telehealth or their family physician and also register for testing.
- After testing, employee will receive instructions on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.
- Employee to notify supervisor and/or Human Resources of instructions that impact work related matters.

If employee tests negative, fully vaccinated employees may be advised that they can return to work after symptoms have improved for either 24 or 48 hours depending on symptoms. If

symptoms compatible with COVID-19 are persisting/worsening, the symptomatic employee is to continue to stay home from work, seek medical attention and repeat testing.

### **Manager and Supervisor Responsibilities**

If an employee reports that they or another employee present symptoms similar to COVID-19, it is important to take all reasonable measures to isolate the employee and make them feel at ease regarding the situation.

#### Placing the Employee at Ease

Do not presume when an employee feels unwell that they have COVID-19. Communicate to the employee that all necessary precautions are to be taken to ensure that any potential risk is mitigated.

Offer the employee any available resources to ensure they feel comfortable disclosing information required to properly assess the risk of possible exposure to others. Make the employee aware of their rights to privacy and that they are not required to disclose any medical or personal information not relevant to determining possible exposure to others.

#### Isolating the Employee

Request that the employee move to an area where they will have no or limited physical contact with others. Ensure that the area where the employee is isolated leaves enough space (at least two metres) between the manager or supervisor and the employee. Where possible, use zoom or physical barriers when communicating with the employee.

#### Assessing Symptoms and Determining Possible Exposure

Once the employee is safely isolated, assess any symptoms the employee has experienced and determine when they first experienced such symptoms. Figure out how long the employee worked with the symptoms or whether there are any other additional factors which could explain the symptoms, such as a recent vaccination.

Make the employee aware of their rights to privacy and that their privacy will be protected as far as possible.

Have the employee provide as much information as available to determine the possible exposure to employees, students, and other third parties, including:

- Who the employee associates with during working hours.
- Who the employee associates with on breaks.
- Any workstations and equipment the employee uses.
- Any common areas the employee visits, including restrooms.
- Any third parties the employee interacts with, including students, suppliers, and guests.
- Any areas the employee visited outside their normal scope of work.

#### Helping the Employee Leave Work

If the employee drove themselves to work, immediately instruct them go home and self-isolate and contact telehealth or their family physician for further instructions. If the employee took

public transport, the manager or supervisor should contact either their emergency contact or a contact provided by the employee to ensure that the employee is safely returned home. Public transportation is not recommended.

Manager to inform Human Resources of the illness.

Employees are not to return to work until MLHU or their local public health authority advises it is safe to do so.

Unless and until the symptomatic individual is being managed as a probable case or tests positive, dismissal from work and isolation of asymptomatic contacts in the workspace is not recommended.

## **B) If an employee tests positive for COVID-19 (symptomatic OR asymptomatic)**

**Employee Responsibilities:** If an employee identifies that they have tested positive for COVID-19, they are to immediately notify their immediate supervisor or manager and not attend work.

It is important that the employee follows all directions from their Public Health Unit and cooperates with their immediate supervisor or manager to provide information regarding their exposure to the workspace, other employees, and third parties. This can include:

- Notifying their manager or supervisor where they worked that day;
- Disclosing any interactions with fellow staff, students, or others;
- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.

Employee will receive instructions on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.

Employee to notify supervisor and/or Human Resources of MLHU or their local Public Health Unit instructions that impact work related matters.

Asymptomatic or employees who are able to, may continue to work remotely for a full 14 days. Employees who are unable to work remotely will be provided with other options.

Only Public Health will provide clearance for an employee to return to the workplace.

All employees must fill out the ['Campus Questionnaire'](#) prior to returning to campus.

## **Manager and Supervisor Responsibilities**

The supervisor or manager will conduct a risk assessment of the possible exposure of other employees, students, and third parties to the affected person. See Appendix C1

Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while looking for symptoms. Provide information regarding the case and employees involved to Human Resources.

Upon notification, Human Resources will consult The Middlesex London Public Health Unit to ensure our response is in line with their current direction and to maintain best practices within the Brescia community.

Provide information and support to affected or possibly affected employees during periods of self-isolation.

Ensure that any workspace, common area, or other location the employee worked or spent prolonged time be immediately closed off for enhanced cleaning. Submit a JIRA for facilities management attention. Determine based on the possible exposure whether a partial or complete closure of the work area is required for enhanced cleaning.

Identify tools or other equipment that could have been infected and ensure they are removed from any workspaces and isolated. Tools and equipment should be properly sanitized before returning to the workspace.

Determine whether there are any improvements that can be implemented to better mitigate against future risks.

**C) Employee worked with an individual who tested positive for COVID-19 (e.g. possible exposure).**

Determinations of exposed employees may take place to facilitate timely exclusion of potentially exposed individuals. This may result in employees being sent home until Public Health assesses risk and approves return to work.

Employees should not return to work unless instructed by Middlesex-London Health Unit (MLHU), accessible 24/7 at 519-663-5217 (all contact tracing is done by MLHU)

Employees with symptoms compatible with COVID-19 should get tested and isolate while test results are pending.

Employee will receive instructions from Public Health on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.

Employee to notify supervisor and/or Human Resources of MLHU or local Public Health Unit instructions that impact work related matters.

Employee should continue to monitor for symptoms of COVID-19, if employee develops symptoms, they should self-isolate, contact telehealth or their physician and/or go for repeat testing, follow direction from MLHU handout titled "[How to Self-Isolate](#)" and "[COVID-19: Self-isolation: Guide for caregivers, household members and close contacts \(publichealthontario.ca\)](#)".

All employees must fill out [the 'Campus Questionnaire'](#) prior to returning to campus

**D) Employee household member or close contact has tested positive for COVID-19. Employee should:**

If an employee identifies that a household member or close contact has tested positive for COVID-19, they are to immediately notify their immediate supervisor or manager. Employees should not return to work unless instructed by Middlesex-London Health Unit (MLHU), accessible 24/7 at 519-663-5217 (all contact tracing is done by MLHU)

- Go for COVID-19 testing at an assessment center as soon as they are able

Employee will receive instructions on self-isolation and isolation of household members based on epidemiology and risk, and vaccination/previous positive status of individuals.

- Employee to notify supervisor and/or Human Resources of MLHU instructions that impact work related matters.
- Employee should monitor for symptoms of COVID-19, if they develop symptoms they should self-isolate and contact telehealth or their physician and/or go for repeat testing
- Follow direction from MLHU handout titled "[How to Self-Isolate](#)"
- [When to Self-isolate for Household Members and Close Contacts \(publichealthontario.ca\)](#)
- [COVID-19: Self-isolation: Guide for caregivers, household members and close contacts \(publichealthontario.ca\)](#)

All employees **must** fill out the '[Campus Questionnaire](#)' prior to returning to campus.

**E) A family member or close friend (not living in the same household) tested positive for COVID-19. If you are not considered a close contact, employee should:**

- Remain at work unless contacted by MLHU
- Go for COVID-19 testing at an assessment center if concerned
- Monitor for symptoms of COVID-19 for 14 days
- Continue to fill out [the 'Campus Questionnaire'](#) prior to each shift/visit to campus

# Appendix C1: COVID-19 POSITIVE CASE – Manager Workplace Risk Assessment

## COVID-19 Positive Case - Manager Workplace Risk Assessment

Completed by: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Date: \_\_\_\_\_

### Instructions

1. Complete the risk assessment by reviewing the physical space and employee protocols in the work area. For assistance, please contact Facilities Management for assistance.
2. Once the entire workspace is assessed, put any corrective actions determined in place.
3. The person completing the assessment is to email form to both Adam Cake, Chair of Brescia’s health and safety committee for review, and Ingrid Christensen, Human Resources for record keeping

### Risk Assessment

#### Exposure to Others

Interaction with other employees	Yes	No	Notes:
Does employee need to work in proximity with other employees (that is, closer than two metres)? <ul style="list-style-type: none"> <li>• Determine who the employee works with in close proximity for periods of longer than 15 minutes at a time. Record employee names in notes.</li> <li>• Employees who have had possible exposure should be sent home (if currently at work) with instructions to get tested, isolate while results are pending, and to communicate with the manager regarding instructions from MLHU or their local Public Health Unit.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Would employee have regular contact with others in common spaces shared with other employees? <ul style="list-style-type: none"> <li>• Determine who the employee may have had prolonged contact with in a common space.</li> <li>• Those who have had possible exposure of distance less than two metres and for longer than 15 minutes should be sent home (if currently at work) with instructions to get tested, isolate while results are pending, and to communicate with the manager regarding instructions from MLHU or their local Public Health Unit.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you aware of any employees in the same workspace who may have identified in high-risk category or vulnerable population for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	

Other:	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interaction with students or public</b>	<b>Yes</b>	<b>No</b>	<b>Notes:</b>
<p>Is the employee required to work in proximity with students or members of the public (that is, closer than two metres) to complete their duties?</p> <ul style="list-style-type: none"> <li>Those who have had possible exposure of distance less than two metres and for longer than 15 minutes should be sent home, or asked to report to the residence manager (if currently at Brescia). Individuals should be provided with instructions to get tested, isolate while results are pending, and to communicate with the residence manager, where applicable, regarding instructions from MLHU or their local Public Health Unit.</li> <li>Is it possible to implement additional measures, tools, or equipment that reduce exposure to the hazard (such as installing screens between workers and students or members of the public)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you aware of any students or members of the public that have identified as high risk for COVID-19 that would interact with the employee?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee required to physically touch items or spaces that others also use, such as utilizing shared equipment between sanitizing?(such as phones)	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interaction with third parties</b>	<b>Yes</b>	<b>No</b>	<b>Notes:</b>
<p>Is the employee required to work in proximity with third parties (that is, closer than two metres) to complete their duties?</p> <ul style="list-style-type: none"> <li>Is it possible to substitute the work process or revise it to another process that is less hazardous (such as no-contact delivery of service)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee required to physically touch items or spaces that third parties also use, such as shared equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Additional comments or note related to policies and procedures:

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## Physical Environment

<b>Workspace</b>	<b>Yes</b>	<b>No</b>	<b>Notes:</b>
Does the workspace or department layout allow for physical distancing guidelines (at least two metres between employees)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any common areas where employees would be expected to spend a prolonged time near one another?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any high-touch areas, such as door handles, photocopiers, and phones?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there physical barriers between the employee, other employees, students, or third parties?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Sanitation</b>	<b>Yes</b>	<b>No</b>	<b>Notes:</b>
Is there regular cleaning and sanitation scheduled for the work area(s)? <ul style="list-style-type: none"> <li>• Determine, based on possible exposure, whether a partial or complete closure of the work area is required for enhanced cleaning. Submit a JIRA request for facilities management enhanced cleaning request.</li> <li>• Indicate common areas the employee visits, including restrooms for additional sanitation by Facilities Management.</li> <li>• Indicate workstations and equipment the employees uses for isolation and additional sanitation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal protective equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>Notes:</b>
Is there more equipment needed to help protect employees? Goggles, Shields, Barriers etc.	<input type="checkbox"/>	<input type="checkbox"/>	

Additional comments or note related to policies and procedures:

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