

COVID-19 Decision Guide for Workplaces

Daily Screening for Staff

- Staff must complete a [health screening questionnaire](#) before each shift. The questions can be completed on paper, online or by asking staff directly.
- Screening should occur before or when a worker enters the workplace at the beginning of their day or shift, or when an essential visitor arrives.
- Individuals with chronic symptoms due to a medically diagnosed condition other than COVID-19, should look for **new, different or worsening symptoms**.

Symptoms



Fever >37.8°C or chills



Cough



Difficulty breathing or shortness of breath



Decrease or loss of taste or smell



Sore throat, painful swallowing



Stuffy/runny nose



Headache



Nausea, vomiting, diarrhea



Feeling unwell, muscle aches, tired

	Not tested or waiting for test	Tested negative	Tested positive
No close contact with a person who has COVID-19, no symptoms	Pass screening - go to work.		Self-isolate for 10 days* from the day they were tested. Household members should self-isolate and follow public health advice.
No close contact with a person who has COVID-19, with symptoms	Self-isolate for 10 days from the day symptoms first appeared. Household members need to self-monitor but may go to work / school.	Go back to work if symptoms have been improving for 24 hours.	Self-isolate for 10 days* from the day symptoms first appeared. Household members should self-isolate and follow public health advice.
Close contact with a person who has COVID-19, no symptoms	Self-isolate for 14 days since last exposure to person who has COVID-19. Household members need to self-monitor but may go to work / school.	Self-isolate for 14 days since last exposure to person who has COVID-19. Household members need to self-monitor, but may go to work / school.	Self-isolate for 10 days* from the day they were tested. Household members should self-isolate and follow public health advice.
Close contact with a person who has COVID-19, with symptoms	Self-isolate for 14 days since last exposure to person who has COVID-19. Household members should self-isolate until COVID-19 is ruled out.	Self-isolate for 14 days since last exposure to person who has COVID-19. Household members need to self-monitor, but may return to work / school.	Self-isolate for 10 days* from the day symptoms first appeared. Household members should self-isolate and follow public health advice.
Travel outside of Canada	Self-isolate for 14 days. Household members do not need to self-isolate if they have not travelled, if they don't have symptoms of COVID-19, and if they are not a close contact of a positive case.		
Alternative diagnosis from a health care provider that is not related to COVID-19	Employees with an alternative diagnosis from a health care provider that is not related to COVID-19 can go back to work once their symptoms have been improving for 24 hours. Family members without symptoms should self-monitor, and can go to school or work.		

*If a person was hospitalized, had a severe COVID-19 infection, or has a very weak immune system, they will have to self-isolate for 20 days or longer.

What is a close contact?

Close contacts (or higher risk contacts) include staff, visitors or patrons who were within two metres/six feet of the person with COVID-19, with or without a mask, for approximately 15 minutes or more, or who had direct contact with that individual while they coughed or sneezed.

Lower risk contacts include staff, visitors, or patrons who had contact with the person with COVID-19 for any length of time while they were physically distancing (keeping two meters/six feet apart). It also includes occasional interactions (lasting a few minutes) where physical distancing may or may not have been maintained.

Lower risk contacts should [self-monitor](#) for symptoms for 14 days from the last day that they were exposed to the person with COVID-19 while they were contagious as it can take that long for symptoms to appear.

Also see [Who is a Close Contact at Work?](#)

Returning to work

Employees may return to work after the required self-isolation period if they don't have a fever and their symptoms have been improving for 24 hours. Toronto Public Health is not recommending or requiring clearance tests or medical notes for return to work.