

Workplace Checklist

What to do if an employee has COVID-19

The information in this resource is only applicable to non-high risk settings. For high risk settings, go [here](#).

Employers play an important role in reducing the spread of COVID-19. Follow these steps if someone in the workplace has COVID-19:



1. Preventing COVID-19 in the workplace

- Include [prevention measures](#) to reduce the spread of COVID-19 in your workplace.
- Masks are required in certain [settings](#). Well-fitted, high-quality masks are recommended in crowded indoor spaces with poor ventilation, especially for people at higher risk of getting seriously sick from COVID-19.
- Develop a response plan on what you will do if someone is sick while on your premises.
- Report any work-related illness and exposures to the Ministry of Labour, as required under the *Occupational Health & Safety Act*.

2. Screening and attendance

- Encourage staff to complete [COVID-19 worker and employee screening \(ontario.ca\)](#) prior to beginning their shift.
- Staff should stay home if they are ill, and tell their manager if they have any [symptoms of COVID-19](#).
- Create flexible policies to support employees to stay home and self-isolate when they are sick, or to care for a sick family member.
- Refer staff to the [Canada Recovery Sickness Benefit](#), if applicable.



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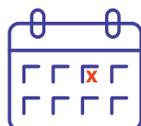
3. Send staff home if they are sick at work

- If an employee develops symptoms at work, they should go home and self-isolate right away. Encourage them to make an appointment for a [COVID-19 test, if eligible](#). If not eligible for testing, the staff with [symptoms suggestive of COVID-19](#) should assume they have COVID-19 and self-isolate.



4. Employees who are self-isolating should not enter the workplace

- Staff who are COVID-19 positive and/or staff who may have been exposed to someone with COVID-19 should follow [provincial guidance](#) to determine their self-isolation periods.



5. Confirm when the employee's symptoms started

- Find out if they were contagious while at work.
- A person with COVID-19 is most contagious starting two days before their symptoms appear until the end of their isolation period.
- If someone tested positive for COVID-19 but did not have symptoms, they are contagious starting two days before their test until the end of their isolation period.



6. Identify close contacts of the contagious employee(s)

- Notify close contacts who were exposed at the workplace and advise they follow [provincial guidance](#).
- Close contacts should self-monitor for symptoms for 10 days after their last exposure to the person with COVID-19 and follow [other steps to protect others](#).
- If [symptoms of COVID-19](#) develop, they should **self-isolate** and get tested, if eligible and follow the [provincial guidance](#) for individuals that have tested positive for COVID-19 and/or have symptoms of COVID-19.

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7. Public health notification

- You may notify TPH of any COVID-19 exposure at your workplace by using the [Workplace Reporting Tool](#) or calling Toronto Public Health at 416-338-7600.
- If Toronto Public Health begins an investigation in your workplace, be prepared to provide information about the person who tested positive and their close contacts in a timely manner to help stop further spread of COVID-19.



8. Clean and disinfect surfaces

- Clean all surfaces and areas the employee with COVID-19 may have touched.
- Schedule enhanced [cleaning and disinfection](#) to reduce the risk of disease spread in the workplace.
- Follow instructions on disinfecting product labels.



9. Encourage vaccination

- Getting vaccinated is the best way to protect your workplace from the risks of COVID-19. Encourage all employees to get [fully vaccinated](#), including a booster dose against COVID-19.



10. Workplace supports

- Visit [Toronto.ca/COVID19](https://toronto.ca/COVID19) for more guidance or call Toronto Public Health at 416-338-7600.