What to do if an employee has COVID-19

Workplace Checklist

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

1. Create a safety plan
   ❑ Include prevention measures such as a mask policy to reduce the spread of COVID-19 in your workplace.
   ❑ Develop a response plan on what you will do if someone is sick while on your premises.
   ❑ Encourage staff to download the COVID Alert app so they can be notified if they may have been exposed to someone who has COVID-19.
   ❑ Report any work-related illness and exposures to the Ministry of Labour, as required under the Occupational Health & Safety Act.

2. Screen staff and keep attendance
   ❑ Remind staff to actively screen for symptoms before each 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.

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.

4. Confirm the employee is self-isolating at home
   ❑ Call your staff to confirm they are self-isolating for 10 days, counting from the day their symptoms started.
   ❑ An employee without symptoms will be instructed to self-isolate if they test positive for COVID-19. They must stay home for 10 days starting from the day they had the COVID-19 test.
   ❑ People who have a weak immune system (e.g. they are receiving cancer treatment), or who were hospitalized with severe COVID-19 illness, must self-isolate for 20 days or longer.
   ❑ A clearance test or doctor’s note is not required when it is time for the employee to return to work.

416.338.7600  toronto.ca/COVID19  Toronto Public Health
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5. Confirm when the employee’s symptoms started
   □ You need to know if they were contagious while at work.
   □ A person with COVID-19 is contagious from two days before their symptoms appear until 10 days after their symptoms started.
   □ If someone tested positive for COVID-19 but did not have symptoms, they are contagious two days before their test and up to 10 days afterward.

6. Identify close contacts of the contagious employee(s)
   □ Close contacts may include staff, visitors or patrons who were within two metres/six feet of the employee who has COVID-19, with or without a mask, for approximately 15 minutes or more, or who had direct contact with that individual when they coughed or sneezed.

7. Maintain a daily log to support contact tracing
   □ Keep a log of all employees and patrons by date and time.
   □ Include full names, addresses and telephone numbers. You will need to provide this information to Toronto Public Health.
   □ Keep all employees’ and patrons’ personal health information private.
   □ Use the daily log to identify all the employees and patrons who were in close contact with any employees who test positive for COVID-19.

8. Inform Toronto Public Health of 2 or more cases at the workplace within a 14-day period
   □ Call Toronto Public Health at 416-338-7600 for more guidance on what to do if an employee tests positive for COVID-19.
   □ Complete the online reporting tool if two or more people test positive for COVID-19 within a 14-day period in the workplace.
   □ Be prepared to provide information about the persons who tested positive and their close contacts in a timely manner to help stop further spread of COVID-19.

9. 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.