

**To:** All users

**From:** Maura McKinnon, Chief Human Resource Officer

**Date:** April 2, 2020

**Re:** **Bulletin #17c: COVID-19 HR Update – Apr 2 2020**

## **Process for if a co-worker tested positive**

### **What happens if a co-worker tested positive?**

A process has been established between Public Health and Employee Health to address situations where an employee has a positive result.

Public Health would notify the employee that there was a positive result, conduct an interview to determine those they have been in contact with, and they would be directed to remain home, on self-isolation. This employee would be followed daily by Public Health.

Employee Health would contact the rest of the employees working in the department and a risk assessment would be completed. Depending on the risk, employees would either be:

1. Sent home on self-isolation; if this is the case, the employee is followed daily by Public Health;
2. Monitored daily in the workplace by Employee Health as well as be asked to self-monitor for symptoms. If symptoms arise or worsen, Employee Health will report to/follow up with Public Health. The employee may also be required to self-isolate when not at work; or,
3. Advised not to change their routine.

In relation to disinfection, Infection, Prevention and Control will work with Environmental Services to have the department cleaned and disinfected as per guidelines.