

# 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.

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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.
- 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.