

COVID-19: ILLNESS AT WORK

Intent: Covid-19 has a broad range of symptoms, some of which are shared by with other illnesses or conditions, including cold and flu. Health screening, physical distancing, hand washing, and cough hygiene cannot ensure that an employee or participant will not develop and display symptoms while in the workplace.

Policies and Procedures:

1. Active Screening, reviewing for signs of fever, symptoms, recent travel and close contact with a confirmed or probable case of Covid-19, shall be done by every person before entering the workplace.
 - a. Only those with a 'clear' Active Screening shall be permitted to enter.
 - b. Symptoms will be updated per the Ministry of Health.
2. Employees who are sick shall be asked not to come to work.
3. Participants who are sick shall be asked to remain at home.
4. A single, symptomatic, laboratory confirmed case of Covid-19 in an employee or participant will be considered a confirmed Covid-19 outbreak, in consultation with Ottawa Public Health (OPH).
 - a. Supervisor shall communicate with, and follow the advice of, OPH.
 - b. Licensed child care Supervisor shall report a 'Serious Occurance'.
5. An employee who begins to feel unwell at work shall be isolated and, when available, household member called for pick-up.
 - a. If a separate isolation room is not available, the sick person should be kept a minimum of 2m from others.
 - b. The employee should return home and self-isolate immediately.
(https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/COVID-19_Employee_Screening_Questionnaire_EN.pdf)
 - i. OPH can provide guidance on self-isolation.
 - a. The employee shall complete a Covid-19 self-assessment (<https://covid-19.ontario.ca/self-assessment/>), follow its instructions to get tested for Covid-19, and follow any instructions from Ottawa Public Health (OPH) or Telehealth Ontario or their primary health care provider.
 - c. Employees who are symptomatic or have been advised to self-isolate by OPH will be excluded.
 - d. Employees who are asymptomatic awaiting Covid-testing results may not need to be excluded unless advised by OPH.
 - e. Employees will keep their Supervisor abreast of instructions issued in relation to their health symptoms.
 - f. Employees with a negative Covid-19 test result may return to the workplace 24 hours after their symptoms have been resolved.
 - g. Employees with a positive Covid-19 test result may return to the workplace only when cleared by Ottawa Public Health.
6. If a minor child becomes sick while in program, they will be isolated and family members called for pick-up.
 - a. If a separate isolation room is not available, the sick child should be kept a minimum of 2m from others.
 - b. An employee shall remain with the child until they are picked up.
 - i. The employee shall wear a surgical mask, eye protection at all times and not interact with others.

- ii. The employee should avoid contact with the child's respiratory secretions.
 - c. If the child has a negative Covid-19 test result may return to program 24 hours after their symptoms are resolved or, should diarrhea be the symptom, until 48 hours after the symptoms are resolved.
 - d. If the child has a positive Covid-19 test result, they may return to program only when cleared by Ottawa Public Health.
- 7. If an adult becomes sick when in program, they shall return home immediately and self-isolate.
 - a. If awaiting pick-up by a household member, the adult shall be isolated.
 - i. If a separate isolation room is not available, the sick person should be kept a minimum of 2m from others.
 - b. The adult should complete a Covid-19 self-assessment (<https://covid-19.ontario.ca/self-assessment/>), follow its instructions to get tested for Covid-19, and follow any instructions from Ottawa Public Health (OPH) or Telehealth Ontario or their primary health care provider.
 - c. Adults who are symptomatic or have been advised to self-isolate by OPH will be excluded.
 - d. Adults who are asymptomatic awaiting Covid-testing results may not need to be excluded unless advised by OPH.
 - e. Adults with a negative Covid-19 test result may return to the workplace 24 hours after their symptoms have been resolved.
 - f. Adults with a positive Covid-19 test result may return to the workplace only when cleared by Ottawa Public Health.
- 8. Persons with close contact during the previous 48 hours with an employee, program participant or visitor feeling symptoms of Covid-19 shall be advised.
 - a. As defined by Ministry of Health (<https://www.ontario.ca/page/case-and-contact-management-strategy>) "...is anyone who has been in close physical proximity (less than two metres) to someone who has COVID-19. This could include someone you live or work with, or someone you've been less than two metres away from for longer than a brief time."
 - b. The employee, program participant or visitor shall be asked to advise personal friends and family who are close contacts to monitor their own symptoms and self-isolate. (Reference: <https://www.ontario.ca/page/covid-19-stop-spread#section-0>)
 - c. The supervisor will advise employees, program participants and any other individuals who were in close contact with the employee to monitor their own symptoms and self-isolate.
 - d. The supervisor will advise employees, program participants and any other individuals who were in close contact with the program participant feeling symptoms to monitor their own symptoms and self-isolate.
 - e. The instructions of Ottawa Public Health will be followed if they deviate from the above.
- 9. Employees shall be encouraged to download Canada's *Covid Alert* tracing app.
- 10. All items used by a sick person should be cleaned and disinfected.
 - a. Items that cannot be cleaned (ie paper, books, etc) should be removed and stored in a sealed container for a minimum of seven (7) days.
 - b. After a sick person leaves the isolation room, the room shall be closed and its use prohibited until it is cleaned and disinfected by custodial staff.
 - c. Supervisors shall advise custodial staff that an isolation room has been used.
- 11. The Supervisor shall notify Ottawa Public Health (OPH) via the Outbreak Reporting Hotline and OPH advice shall be followed by MPCC.
- 12. Advice of Ottawa Public Health shall be followed with regards to notifying others using the space of the suspected illness.

13. Where a child, program participant, or employee is suspected of having or has a confirmed case of Covid-19, child care licensees shall report this to the Ministry of Education as a 'Serious Occurrence'.
14. If advised that an employee has tested positive for Covid-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the MPCC will give notice in writing within four (4) days to:
 - a. Ministry of Labour, Training and Skills Development (ED)
 - b. Joint Health & Safety Committee (ED)
15. If advised that an employee has tested positive for Covid-19 due to exposure at the workplace, the MPCC will report in writing within three (3) days to:
 - a. WSIB (ED)
16. Others, including children and siblings of a sick child, who were present when the employee or participant became ill shall be identified as a 'close contact' and be further cohorted.
 - a. Direction from Ottawa Public Health issued to supervisors, including testing and isolation of close contacts, shall be communicated and followed.