

Potential Positive Case or Suspected Exposure Protocols

Related to Coronavirus disease (COVID-19) pandemic

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1970085 Ontario Inc

(Sherkston Supermart, Sherkston Café, Sherkston Laundry)

In the event that an employee, visitor or customer has symptoms that may be related to COVID-19 or is diagnosed with COVID-19 the business will adhere to the following steps.

Step 1: Exclude the symptomatic person from the workplace

If an employee calls in sick related to symptoms, informs management of symptoms or informs management they have had close contact with someone with symptoms, the employee will be instructed to self-assess using one of the available government-provided tools and to follow any recommendations given by the tool, including being tested and self-isolating.

If an employee, visitor or customer shows symptoms at the business, they will be instructed to return home and self-isolate immediately. If they cannot leave immediately, they will be isolated until they are able to leave.

If the person is very ill, 911 will be contacted and the operator will be notified that the person may have COVID-19.

The person will be instructed to contact their doctor or Telehealth Ontario (1-866-797-0000) for further directions about testing and self-isolation.

Step 2: Contact public health

Management will contact Niagara Region Public Health for guidance on what to do if someone develops symptoms at the business or management is informed that an employee has COVID-19. Public health will provide instructions and perform contact tracing if necessary.

To support contact tracing, management will provide information about who had close interactions with the affected individual. This may include information such as:

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for employees) or the name of the visitor's business/associations

Step 3: Follow public health direction

Niagara Region Public Health may require that:

- employees who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Management will ensure surfaces that may have been touched by the affected person are disinfected as soon as possible.

Self-isolation and return-to-work

Specific directives for each situation will be provided by Niagara Region Public Health. Management and employees will follow any and all public health directives.

Employees should self-isolate if they either:

- have symptoms
- have had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada

Close contacts may include people who have spent time less than two metres (2m) away from the infected person in the same room, workspace, or area without barriers or protective equipment and people living in the same home.

General Guidelines for COVID-19 self-isolation and return to work:

- An employee who has had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.
- An employee with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
- If an employee who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better.

A symptomatic employee may need to self-isolate for longer based on the advice of public health or their health care provider.

These timelines for self-isolation include time spent waiting for COVID-19 test results.

Workers who are considered employees under the Employment Standards Act have the right to take unpaid, job-protected Infectious Disease Emergency Leave if they must self-isolate because of COVID-19.

An employee will not be penalized in any way for taking or planning on taking an Infectious Disease Emergency Leave.

Employees who must take time off from work because of COVID-19 may be entitled to employment insurance benefits or to other federal government financial supports.

Step 4: Inform any employees, visitors and customers who may have been exposed

Management will notify employees and visitors if they may have been exposed at the business.

In the event of a positive test result, management will notify the public of potential exposure at the business.

Management will provide information about the date and time of the potential exposure and where it took place while protecting the identify the infectious person.

Management will not undertake contact tracing activities unless asked to do so by Niagara Region Public Health.

Management's duty to inform employees and visitors is independent of any public health direction, although it may be fulfilled by steps taken under public health direction as part of contact tracing.

Step 5: Report to Ministry of Labour, Training and Skills Development and the WSIB

If management is notified 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), management will give notice in writing to: the Ministry of Labour, Training and Skills Development within four days; and, to WSIB within three days; of receiving notification of the illness.

Management is not required to determine where a case was acquired. If it's reported as an occupational illness, management must report the case.