

## **COVID-19 Positive Employee Protocol**

- Employees have been made aware they must notify their supervisor if they have flu-like symptoms that could be related to a COVID-19 infection.
- To help maintain a healthy workforce and workplace, all workers will be screened every day for influenza-like illness prior to beginning their shift. This could be by verbal questioning, checklist or temperature recording.

### **Upon Suspicion**

- Any employee showing symptoms (one or more), or testing positive for COVID-19 must immediately self-isolate for 14 days as instructed by the Public Health Agency of Canada (PHAC).
- Self-quarantine or self-isolation means staying home and not going anywhere, unless the employee requires medical care.
- If someone thinks they have COVID-19, the [COVID self-assessment tool](#) will be used to help determine how to seek further care.

We will adhere to PHAC criteria which states an employee must isolate for at least 14 days if they have:

- been diagnosed with COVID-19, or are waiting for laboratory test results for COVID-19;
- symptoms of COVID-19, even if mild;
- been in contact with a suspected, probable or confirmed case of COVID-19;
- been advised to do so by their public health authority; or,
- returned from travel outside Canada and have symptoms of COVID-19 (mandatory).

### **Once COVID is Confirmed**

- If an employee tests positive, we will contact the local public health unit.
- We will work with the public health unit to develop an approved return to business process. This will involve at least two critical components:
  - assessment of staff that will have to self-isolate due to close contact with the positive case; and,
  - the deep cleaning, sanitizing and disinfecting procedures that will allow remaining staff to return to work.
- For any COVID-19 positive employee that may have come in contact with farmers or other companies' workers, those individuals/companies will also be immediately notified.

### **Cleaning and Sanitization**

- Any work areas related to the COVID-positive employee will undergo thorough cleaning and disinfection; this will include vehicles and any common work or housing areas.
- When cleaning, employees must wear a face mask, protective eyewear and disposable gloves.
- All surfaces will be cleaned with soap and water (5% concentration). The surfaces must be dry before the disinfection step.
- Cleaners must replace PPE with new PPE before starting disinfection. They are to apply a 500 ppm bleach solution (or other approved disinfectant) to effectively disinfect all common work areas

and touchpoint surfaces (e.g. door handles). The focus will be on “horizontal” surfaces. Contact time of two minutes is required before surfaces can be wiped dry. Cleaners will use a clean cloth to wipe dry the disinfected surfaces.

- Once all surfaces have been disinfected, used gloves, face masks and wipes will be placed inside a secured garbage bag. The garbage bag will then be disposed of at a designated garbage area. All reusable items such as pails, mops, cloths, etc. will be cleaned and disinfected.
- Staff conducting the cleaning will wash hands with soap and hot water for 30 seconds after the task has been completed.

### **Return to Work Criteria for Confirmed or Suspected COVID-19 Cases**

- Workers will be excluded from work until:
  - at least three days (72 hours) have passed since recovery, which is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and
  - at least seven days have passed since symptoms first appeared.
- If a worker was never tested for COVID-19, but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work will be based on that diagnosis and complete internal screening.

*Additional Guidance: The following text provides additional guidance and should be deleted from your protocol document.*

- A list of Ontario public health units can be found [here](#).
- Public health units are regional organizations and there may not be a consistent approach between units to assessing and implementing a return to business plan.

### **Required Documentation**

You must have protocols and policies in place that outline roles and responsibilities of staff to prevent the spread of COVID-19 in the workplace. If you are not able to provide this to the public health unit, it could result in self-isolation of more employees which will ultimately delay the timeline for restarting operations.

There should be policies, procedures and protocols that clearly define employee responsibilities for:

- maintaining physical distancing:
  - minimum two metres distancing where possible, or
  - if the two metre separation is not possible, additional protocols are needed to avoid potential disease spread.
- limiting staff access to certain areas of the business, e.g. separate administration/production/trucking functions and staff;
- wearing PPE such as masks, gloves, etc.;
- personal hygiene such as hand washing and using sanitizer at the beginning and end of shift, at breaks and any other appropriate times; and,
- routine cleaning and sanitization protocols for work areas, e.g. offices, vehicles, etc.

*Refer to PSA’s Tips and Recommendations for Mitigating the Spread of COVID-19.*