

Confirmed Case of COVID-19 in the Workplace

Dear: **Most Responsible Person**

Halton Region Public Health received notification about a person with COVID-19 at your workplace.

We require your support to identify and notify people in your workplace who were in contact with the person with COVID-19 during the time they could have spread their infection to others.

You are required to protect the privacy of the person with COVID-19. Confidentiality must be maintained.

Actions required:

1. Identify anyone who had contact with the person with COVID-19 during their period of communicability – the period of time when someone can spread their infection to others. **This includes employees and/or customers or patrons that might have visited the workplace.**
 - The period of communicability starts 48 hours before the person:
 - i. Started feeling unwell OR
 - ii. Tested positive if they never had symptoms
 - The period of communicability extends 10 days after:
 - i. Symptoms first started OR
 - ii. The date the person tested positive if they never had symptoms
2. Determine if those who had contact with the person with COVID-19 had a high-risk exposure (see table below for guidance).
3. Notify any persons in the workplace who had a high-risk exposure.
 - Provide them with the Contact Instruction Letter emailed to you by the person with COVID-19
 - Advise them of their requirement to self-isolate and to follow the steps outlined in the Contact Instruction Letter

Additional steps to take:

- If you become aware of **any more people with COVID-19** at your organization:
 - Immediately notify **Halton Region Public Health**, by calling 905-825-6057, ext. 1 from 8:30 P.M. to 4:30 P.M. seven days a week; and
 - Notify the [Ministry of Labour, Training and Skills Development](#).

Remember, to protect other employees from COVID-19 by:

- Following **all** directives and guidance from:
 - Halton Region Public Health
 - [COVID-19 Public Health Guidelines: Organizations and Businesses](#)
 - [COVID-19 Public Health Guidelines: Managing COVID-19 Cases in the Workplace](#)
 - Ontario Ministry of Health
 - [Sector-specific guidelines](#)
 - Ontario Ministry of Labour, Training and Skills Development
 - [Resources to prevent COVID-19 in the workplace](#)

For more information, please visit [halton.ca/covid19](https://www.halton.ca/covid19) or call 311.

Definition of High-Risk and Low-Risk Exposure

Exposure type	High-risk exposure ("Close Contact")	Low-risk exposure
Description	<p>When case & contact are both wearing masks (medical or non-medical), but contact is not wearing eye protection while being within 2 metres for a cumulative duration of at least 15 minutes in a 24-hour period.</p> <p>OR</p> <p>When the case is not wearing a mask, and the contact is not wearing both medical mask and eye protection, any duration of exposure except for a transient exposure while the contact is within 2 metres of the case.</p> <p>OR</p> <p>When the contact is not wearing a mask, even if the case is wearing a mask (medical or non-medical), any duration of exposure except for a transient exposure while the contact is within 2 metres of the case.</p> <p>OR</p> <p>Had direct physical contact with the case (eg. hugging, kissing, massage, etc.) regardless of masking or duration.</p> <p>OR</p> <p>Contact with bodily fluids of the case (eg. coughed on or sneezed on).</p>	<p>Contact wore full PPE (Face Protection: goggles or face shield and medical mask) at all times during interaction.</p> <p>OR</p> <p>Maintained a physical distance greater than two metres (six feet) at all times during interaction.</p> <p>OR</p> <p>Transient interactions (walking by the case or briefly in the same room) with coworkers when there is universal masking in the workplace.</p> <p>OR</p> <p>Close contact but separated by a barrier (e.g. plexiglass).</p>
Required actions for contact	<p>Self-isolate for 14 days from last exposure date</p> <p>AND</p> <p>Get tested for COVID-19. See testing and results to know how soon a contact should get tested.</p> <p>Note: Even if the test result is negative, the contact must continue to self-isolate for the full 14 days from last exposure date.</p>	<p>Self-monitor for symptoms for 14 days from last exposure date.</p> <p>AND</p> <p>If COVID-19 symptoms develop, self-isolate and get tested immediately, even if symptoms are mild.</p>