



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
4. Email PublicHealthExposures@halton.ca a list of all identified Close Contacts for additional follow-up. Provide the following information for each person identified as a Close Contact

Name (first and last name)	Date of Birth (YYYY-MM-DD)	Address (Town or City at a minimum)	Phone Number	Email or alternate phone number

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](#).

What is VOC?

Viruses constantly change through mutation. These changes, also known as variants, are expected to occur over time. This is a natural phenomenon for all viruses, including the virus that causes COVID-19. Variants of Concern (VOC) are those that seem to spread more easily and quickly than other variants, which may lead to more cases of COVID-19. Following public health measures is the best way to protect ourselves against the spread of COVID-19, including variants of concern.

With the introduction of Variants of Concern (VOCs) of COVID-19 circulating in the community, it is prudent to take a conservative approach to cases involving workplace and community exposures. The new VOCs are more contagious and therefore there could be more asymptomatic transmission of COVID-19 virus happening as a result.

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](#)
 - [Instructions from the Medical Officer of Health](#)
 - 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 or call 311.

Halton Region Public Health
Infectious Disease Control Division
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High Risk and Low-Risk Exposure

Asymptomatic, fully vaccinated individuals may NOT be required to self-isolate. Please refer to Class Order for further direction

Exposure type	High-risk Exposure (“Close contact”)	Low-risk Exposure
Description	<p>Contact with a case within 2 meters for a cumulative duration of at least 15 minutes in 24 hour period, regardless of whether case and/or contact is masked</p> <p>OR</p> <p>Case did NOT wear a mask and Contact was not wearing appropriate PPE for any duration of exposure while within 2 metres of each other, except for a transient exposure. Appropriate PPE includes surgical/procedure mask and eye protection*.</p> <p>OR</p> <p>Had direct close physical contact (e.g. hugging, kissing).</p> <p>OR</p> <p>Contact with bodily fluids of the case (e.g. coughed on or sneezed on).</p>	<p>Contact did wear appropriate PPE including surgical/procedure mask and eye protection for the duration of exposure.</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 (e.g. walking by the case or briefly in the same room, grocery clerk passes bag and hands touch).</p> <p>OR</p> <p>Separated by appropriate barrier (e.g. Plexiglas) when maintaining a distances less than two metres (six feet) with appropriate air ventilation.</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>

Note: Non-medical masks (e.g. cloth masks) are NOT considered PPE and do not provide appropriate protection.

*Eye protection can include goggles, face shields or safety glasses

** Physical distancing of two metres (six feet) does not eliminate the risk of transmission, particularly in confined indoor and poorly ventilated spaces and during exercise, talking loudly, yelling or singing activities