



## 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](mailto: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) if available	Address (Town or City at a minimum)	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](#).

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

- Cooperate and comply with all directives and guidance including those from:
  - **Halton Region Public Health**
    - [COVID-19 Public Health Guidelines: Organizations and Businesses](#)
    - [COVID-19 Vaccine Resources](#)
  - **Ministry of Health**
    - [Sector-specific guidelines](#)
    - [Guidance for Employers Managing Workers with Symptoms within 48 Hours of COVID-19 Immunization](#)
    - [Provincial Antigen Screening](#)
  - **Ministry of Labour, Training and Skills Development**
    - [Resources to prevent COVID-19 in the workplace](#)
    - [COVID 19 vaccines and Workplace Health and Safety](#)

**Thank you for your support in following up with contacts of those with COVID-19.**

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

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

**Please note:** These are some of the criteria for a High-Risk/Close Contact but are not inclusive of all factors. The Health Department may deem someone a High-Risk/Close Contact based on an assessment of the situation.

Exposure type	High-risk exposure ("Close Contact")	Low-risk exposure
<b>Description</b>	<p>Contact with a case within 2 meters for a cumulative duration of at least <b>15 minutes</b> in 24 hour period, particularly if case and/or contact was not masked.</p> <p><b>OR</b></p> <p>Contact did not wear appropriate personal protective equipment (PPE) for <b>any duration</b> of exposure while within 2 metres of each other, except for a transient exposure. Appropriate PPE includes at least a medical mask but could include eye protection, gown and gloves depending on the type of interaction.</p> <p><i>Non-medical masks (e.g. cloth masks) are NOT considered PPE.</i></p> <p><b>OR</b></p> <p>Had direct close physical contact (e.g. hugging, kissing).</p> <p><b>OR</b></p> <p>Contact with bodily fluids of the case (e.g. coughed on or sneezed on).</p>	<p>The contact did wear appropriate PPE, including surgical/procedure mask for the duration of exposure.</p> <p><b>OR</b></p> <p>A physical distance of greater than two metres (six feet) was maintained at all times during interaction**.</p> <p><b>OR</b></p> <p>Transient interactions only (e.g. walking by the case or briefly in the same room, grocery clerk passes bag and hands touch).</p> <p><b>OR</b></p> <p>Separated by appropriate barrier (e.g. Plexiglas) when maintaining a distance less than two metres (six feet) with appropriate air ventilation.</p>
<b>Required actions for contact</b>	<p>Depending on the contact's vaccination status, they may be required to self-isolate. Refer to <a href="#">Instruction Letter for Contacts</a>.</p> <p>Should get tested for COVID-19. See <a href="#">testing and results</a> to know how soon a contact should get tested.</p>	<p><a href="#">Self-monitor</a> for symptoms for <b>10 days</b> from last exposure date.</p> <p>If COVID-19 symptoms develop, <a href="#">self-isolate</a> and get tested immediately, even if symptoms are mild.</p>