

COVID-19 Public Health Guidelines: Managing COVID-19 Cases in the Workplace

November 20, 2020

This document provides general Public Health guidelines for employers on the actions required if notified that an employee in the workplace has tested positive for COVID-19.

Actions required if an employee tests positive for COVID-19

If you are notified that an employee at your workplace has tested positive for COVID-19, please take the following actions:

1. Immediately send home the employee who tested positive for COVID-19 if they are at work and support them to stay off work while they are self-isolating. [Clean and disinfect](#) any surfaces they may have touched. If they are already at home, ask the employee to not enter the workplace.
2. Inform the employee who tested positive for COVID-19 that they are required to [self-isolate](#) at home for **10 days** from symptom onset under a [class order](#) issued by Halton Region's Medical Officer of Health under Section 22 of the *Health Protection and Promotion Act*. (If the employee has no symptoms, they are required to self-isolate for **10 days** from the date they were tested).
3. Inform those who had close contact with the ill employee (i.e., less than six feet away for 15 minutes or more) beginning 48 hours prior to the employee developing symptoms (or 48-hours before they were tested if no symptoms) to:
 - a. Go home and [self-isolate](#) for **14 days from the last day they were in close contact with the individual**.
 - b. Seek testing at a [COVID-19 assessment centre](#).
4. Advise staff who were **not** in close contact with the ill employee to [self-monitor](#) for symptoms of COVID-19 for the next **14 days**.

When notifying staff exposed to the ill employee, employers must maintain confidentiality and not identify the name or personal health information of the ill employee. Employers should consider explaining the actions that will be taken to protect the ongoing health and safety of employees (for example, [cleaning and disinfection](#) of the workplace).

If your workplace has two or more positive cases, take these additional steps:

1. Immediately notify Halton Region Public Health if there are **two or more positive cases** in your workplace, by calling 311.
2. Notify the Ontario Ministry of Labour, Training and Skills Development in writing **within four days** if an employee has tested positive for COVID-19 due to an exposure at your workplace or if a claim has been filed with the Workplace Safety and Insurance Board (WSIB).
3. Advise your workplace's joint health and safety committee, health and safety representative, and, if applicable, the worker's trade union.
4. Continue to implement all COVID-19 prevention measures for your sector outlined in [provincial guidelines](#) and [Halton Region Public Health guidance](#), including but not limited to screening, physical distancing, wearing of masks, hand hygiene and infection prevention and control.

Halton Region Public Health monitors individuals who have tested positive for COVID-19 and will advise the employee when it is safe for them to return to work.

For more information and updates, visit: [halton.ca/COVID19](https://www.halton.ca/COVID19)