

## COVID-19 Quick Reference for Staff & Physicians

Jan 13 2022

This guidance applies to vaccinated individuals only; if you are unvaccinated, contact Occupational Health, Safety & Wellness (OHSW)

Where a staff member doesn't normally work from home, they require approval from their leader to do so.

Where a PCR test is required- schedule your same day appointment at Beechgrove Assessment Centre- call **613-548-2376** or [book online](#)

Scenario	Notify your Leader and/or Staffing (Sick Line)	Notify OHSW	Stay Home & Isolate	Return to Work (RTW)	PCR Test	Rapid Antigen Testing (RAT)	Household Member requires PCR testing	Work Isolation (WI)	N95 or reusable Respirator instead of mask
I have had a COVID vaccine less than 48 hours ago and now <u>do not feel well enough to attend work.</u>	✓		✓	Work from Home if able <b>OR</b> return when you feel better and able to work, provided you have had no known exposure to a COVID-19 positive case					
I have one or more of the following COVID symptoms: cough, sore throat, runny/stuffy nose, extreme fatigue, muscle aches or joint pain, active diarrhea, or vomiting, fever, loss of taste or smell <i>that are unrelated to a COVID vaccine dose.</i>	✓	✓	✓	Work from home if able, <b>OR</b> Off work and return once you have a negative PCR test result provided: <u>Your symptoms have improved for at least 24 hours, AND You have had no known exposure to a COVID-19 positive case</u>  <b>If symptoms are not improving, have a second PCR test to rule out COVID-19.</b>	✓ ASAP			✓ If your PCR test is negative and symptoms improved, but not completely resolved. Stay on <a href="#">work isolation</a> until symptoms resolve.	

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<p>I have had a positive COVID test (rapid antigen test (RAT) OR PCR test</p> <p><i>*A RAT test is assumed to be positive but is to be confirmed with PCR test</i></p>	✓	✓	✓	<p>Work from home if able for 10 days after your symptom onset or positive test if you were asymptomatic. Those who cannot work from home should discuss the possibility of a Day 7 RTW with OHSW (<b>excludes NICU</b>):</p> <p><u>Day 7 RTW requirements:</u> You are asymptomatic or symptoms are mild and have improved for at least 24 hrs, <b>AND</b> you have had 2 negative RATs on Days 6 and 7 (tests must be 24 hours apart), <b>AND</b> you are work isolating, <b>AND</b> wearing a respirator if you are a clinician and/or work with patients, for remainder of 10 day isolation period.</p>	<p>✓</p> <p>ASAP if test was a RAT</p>			<p>✓</p> <p>If cleared to return to work by OHSW prior to day 10 of your isolation period:</p> <p><u>Work isolate</u> for the remainder of the 10 day isolation period and <i>avoid caring for immune compromised patients if possible (consult with your manager)</i></p>	<p>✓</p> <p>If cleared to return to work by OHSW prior to day 10 of your isolation period:</p> <p>Wear a respirator for the remainder of the 10 day isolation period.</p>

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Someone I live with has COVID symptoms but no test result				✓ Monitor for symptoms		✓ Do 1 RAT test right away and daily until symptomatic household member has a negative test	✓	✓ <a href="#">Work isolate</a> until your symptomatic household member has a negative test)	
Someone in my household tests positive for COVID (RAT or PCR)	✓	✓	✓	Work from home if able.  Those who cannot work from home <b>must be off work and discuss RTW with OHSW</b> . The duration of time off work will depend on: -whether you are able to isolate/break contact with the positive case(s); and - whether new cases develop in your household.  Monitor for symptoms	✓ ASAP	✓ As directed by OHSW	✓ Other members of the household should be tested and self-monitor for symptoms	✓ OHSW will inform you of the duration of <a href="#">work isolation</a>	✓ If you are clinical staff and/or you work with patients, OHSW will inform you of how long you will need to wear a respirator

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I have had a High Risk exposure to someone in the community (not in my household)		✓		<p><b>You may be able to report to work once you have spoken to OHSW and they have cleared you.</b></p> <p>Monitor for symptoms</p>	<p>✓</p> <p>Day 3 and Day 7</p>	<p>✓</p> <p>Daily RATs for 10 days after your exposure to the positive case</p>		<p>✓</p> <p><a href="#">Work isolate</a> for 10 days after your exposure to the Covid positive person</p>	<p>✓</p> <p>if you are clinical staff and/or you work with patients you will need to wear a respirator for 10 days after being exposed to the case</p>
<p>I have been exposed to a COVID positive staff at work with my PPE removed (e.g. eating/drinking) OR to a COVID-19 positive patient where a respirator was not used for AGMPs.</p> <p><i>*OHSW will contact staff who are identified as possible unprotected close contacts</i></p>		✓		<p>✓</p> <p>Monitor for symptoms</p>	<p>✓</p> <p>For high risk contacts identified by OHSW through contact tracing</p>	<p>✓</p> <p>For high risk contacts as directed by OHSW</p>		<p>✓</p> <p>For high risk contacts as directed by OHSW</p>	<p>✓</p> <p>For high risk contacts as directed by OHSW</p>

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Someone I live with has had exposure to a positive case (i.e. you are a contact of a contact)				✓ Monitor for symptoms					
I am returning from travel outside of Canada and cannot work from home <i>*exception is travel to USA for &lt; 12 hrs</i>				✓ Monitor for symptoms	✓ within 48 hours of arriving home otherwise repeat	✓ for 10 days after your return to Canada		✓ <a href="#">Work isolate</a> for 10 days after your return to Canada	
Someone I live with has returned from travel outside of Canada				✓ Monitor for symptoms				✓ <a href="#">Work isolate</a> for 10 days after your household member's return	
I have returned from travel outside of Canada from a country that requires me to be on a federal quarantine <i>*you would be informed of this at Customs</i>	✓		✓	Off work and return to work only after you have completed your 10 day quarantine  Monitor for symptoms during your 10 day quarantine period	✓ If you develop symptoms during your quarantine period				

### **Important Notes:**

You can obtain COVID-19 test results from the COVID portal (<https://covid-19.ontario.ca/>); results are usually available within 24 hours.

Where you are unable to work you MUST notify your Manager and/or the Staffing Office as per usual process; OHSW and the COVID-19 Staff Hotline operator will not advise staffing or your manager of your absence

**If you fail any screening questions from #1 through #5 at the building entrances, you cannot attend work and must contact OHSW.** Where OHSW eventually clears you to return to work, you should now scan in as a Fail on Question #6 ([work isolation](#) question); this is the only failed screening question that allows staff to enter the building.

### **How to contact Occupational Health, Safety & Wellness (OHSW):**

- X 4389 (KGH site for all KHSC staff) Monday through Friday 0700-1600 (KGH) and 0800-1600 (HDH).
- Occupational Health Nurses are also on call evenings, and on weekends 0700-1900, and can be reached through the auto-attendant at x4389
- **COVID-19 Staff Hotline:** 7 days a week from 5 am until 8 pm by calling **613-548-6041** or within KHSC **x4389 (at the KGH site)** and follow the auto attendant prompts

### **Critical Staffing Shortage**

As per guidance from the Ministry of Health (*COVID-19 Interim Guidance: Omicron Surge Management of Critical Staffing Shortages in Highest Risk Settings, January 12, 2022*), a staff member off work due to COVID-19 illness or a High risk exposure to COVID-19, could be asked to return to the workplace where there are critical staffing needs. In order to return an individual in advance of the usual timelines, approval by OHSW, IPAC and the Program Director are needed and there needs to be evidence that *all other possible options* have been considered/exhausted before returning a COVID positive individual OR an individual who has COVID positive household members.

Returning a COVID-19 positive staff member, provided they are asymptomatic, fully vaccinated and have isolated for at least 5 days is preferred over returning an asymptomatic, fully vaccinated staff member who has a positive COVID-19 household member and has been isolating for less than 5 days. **COVID-19 positive staff returning early should only be assigned to care for COVID positive patients.** Consideration should also be given to those staff who have received their 3<sup>rd</sup> vaccine (booster) dose. In any case, such expedited returns due to critical staffing needs would require the returning staff member to be on work isolation, wear a Respirator instead of a procedure/surgical mask, perform daily rapid testing, and avoid exposure to immunocompromised patients wherever possible. **OHSW can assist management in identifying the staff at lowest risk for a return to work.**