

COVID-19 Quick Reference for Staff & Physicians

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 OR 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, OR 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> If symptoms are not improving, have a second PCR test to rule out COVID-19.	✓ ASAP			✓ If your PCR test is negative and symptoms improved, but not completely resolved. Stay on work isolation until symptoms resolve.	

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
<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 for health care workers we do confirm it with a PCR test</i></p>	✓	✓	✓	<p>Work from home if able for 10 days after your symptom onset (or your positive test if you were asymptomatic).</p> <p>Those who cannot work from home should discuss the possibility of a Day 7 RTW with OHSW (excludes NICU):</p> <p><u>Day 7 RTW requirements:</u> You are asymptomatic or symptoms are mild and have improved for at least 24 hrs, AND you have had 2 negative RATs on Days 6 and 7 (tests must be 24 hours apart), AND you are work isolating, AND wearing a respirator if you are a clinician and/or work with patients, for remainder of 10 day isolation period.</p> <p>For critical staffing shortages, staff with</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 (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>

				<i>COVID-19 may be asked to return to work on Day 7 or earlier, should they meet specific criteria (e.g. they have their COVID-19 3rd booster dose, are asymptomatic/have negligible symptoms) and additional safety measures can be put in place. OHSW will discuss this with staff.</i>					
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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	✓	✓ Work isolate 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 must be off work and discuss RTW	✓ ASAP	✓ As directed by OHSW	✓ Other members	✓ OHSW will inform you of	✓ OHSW will inform you

				with OHSW. 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.			of the household should be tested and self-monitor for symptoms	the duration of work isolation	of how long you will need to wear a respirator in the workplace
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	N95 or reusable Respirator instead of mask
I have had a High Risk exposure to someone in the community (not in my household)		✓		You may be able to report to work once you have spoken to OHSW and they have assessed your exposure. Monitor for symptoms	✓ Day 3 and Day 7	✓ Daily RATS for 10 days after your exposure to the positive case		✓ Work isolate for 10 days after your exposure to the Covid positive person	✓ 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
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. <i>*OHSW will contact staff who are identified as possible unprotected close contacts</i>				Monitor for symptoms	For high risk contacts identified by OHSW through contact tracing	For high risk contacts as directed by OHSW		For high risk contacts as directed by OHSW	For high risk contacts as directed by OHSW
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
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 < 12 hrs</i>				✓ Monitor for symptoms	✓ Prior to return to work after travel	✓ for 10 days after your return to Canada		✓ Work isolate for 10 days after your return to Canada	
Someone I live with has returned from travel outside of Canada				✓ Monitor for symptoms				✓ Work isolate 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, other than the last question which is the work isolation question, you cannot attend work and must contact OHSW. Where OHSW eventually clears you to return to work on work isolation, you should now scan in as a Fail on the [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 6 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, February 11, 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. Returning a COVID-19 positive staff member, provided they are asymptomatic, are 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 ideally be assigned to care for COVID positive patients and should avoid certain [patient populations (e.g. immunocompromised, NICU patients). Consideration for early return to work will first be given to those staff who have received their 3rd 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, and adhere to other safety precautions as provided by OHSW. **OHSW will assist management in identifying the staff at lowest risk for a return to work.**