

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 Manager 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 Manager 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, or someone I have had high risk contact with outside of the	✓		✓	Work from home if able. For those who are asymptomatic (symptom free), are able to	✓ ASAP and required again at	✓ If you are cleared for return by	✓ Other members	✓ Your Manager will	✓ Your Manager

workplace, tests positive for COVID (RAT or PCR) or				<p>effectively isolate from their COVID-19 positive contact, and have a negative COVID-19 PCR test, they may be able to return to work with other safety measures in place. Staff must speak with their Manager to discuss return to work options and safety requirements.</p> <p>For those unable to isolate from the COVID-19 positive case (e.g. young children), you will be required to quarantine at home for 10 days. Speak with your manager regarding requirements for return to work.</p> <p>Monitor for symptoms.</p>	Day 3 and Day 7	your Manager, daily rapid antigen testing is required for 10 days following your last exposure to the COVID-19 positive contact that you are isolating from.	of the household should be tested and self-monitor for symptoms	inform you of the duration of work isolation but generally it will be for 10 days following your last exposure to the COVID-19 positive case.	will inform you of how long you will need to wear a respirator in the workplace, but generally it will be for 10 days following your last exposure to the COVID-19 positive case.
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I have been exposed to a COVID positive staff at work with my PPE removed (e.g. eating/drinking) OR to		✓		✓ Monitor for symptoms	✓ For high risk contacts	✓ For high risk contacts as		✓ For high risk contacts as	✓ For high risk contacts as

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>					identified by OHSW through contact tracing	directed by OHSW		directed by OHSW	directed by OHSW
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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				✓ Monitor for symptoms					
Someone I live with has returned from travel outside of Canada				✓ Monitor for symptoms					
I have returned from travel outside of Canada and have been told I am on a federal quarantine OR was randomly selected for COVID-19 testing and	✓		✓	Off work and return to work only after cleared to do so by the Customs	✓ If you develop symptoms during your				

am awaiting my test result. <i>*you would be informed of this at Customs</i>				Monitor for symptoms during your 10 day quarantine period	quarantine period				
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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. Notify OHSW if you have been unable to secure an appointment with the Assessment Centre

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 your Manager or OHSW clears you to return to work on work isolation, you should 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