

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](#)

Where you are unable to secure an appointment, contact the COVID-19 Staff Hotline **(613) 548-6041** or OHSW

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, or another known condition e.g. allergies</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.	

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I have had a positive COVID test (rapid antigen test (RAT) OR PCR test) <i>*A RAT test is assumed to be positive but for health care workers we do confirm it with a PCR test</i>	✓	✓	✓	Work from home if able for 10 days after your symptom onset (or your positive test if you were asymptomatic). Those who cannot work from home should discuss timelines and requirements for return to work with OHSW which can include returns prior to completion of your 10 day isolation period <i>For critical staffing shortages, staff with COVID-19 may be asked to return to work on Day 7 or earlier. This will be determined by your manager and reviewed with you by OHSW</i>	✓ ASAP if test was a RAT			✓ If cleared to return to work by OHSW prior to day 10 of your isolation period: Work isolate for the remainder of the 10 day isolation period	✓ If cleared to return to work by OHSW prior to day 10 of your isolation period: Wear a respirator for the remainder of the 10 day isolation period if you work in a clinical/ patient care area

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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 workplace, tests positive for COVID-19 (RAT or PCR) <i>*Note- if you yourself have had COVID-19 in the past 60 days, you are not required to perform PCR testing and can stay at work with daily rapid antigen testing, on work isolation. And</i>	✓		✓	Work from home if able. For those who are asymptomatic (symptom free), are able to effectively isolate from their COVID-19 positive contact, and have an initial 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.	✓ ASAP and required again at Day 3 and Day 7	✓ If you are cleared for return by your Manager, daily rapid antigen testing is required for 10 days following your last exposure to the COVID-19 positive contact that	✓ Other members of the household should be tested and self-monitor for symptoms	✓ Your Manager will 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.	✓ Your Manager will inform you of how long you will need to wear a respirator if you work in a clinical/ patient care area, but generally it will be for

while it is recommended you isolate from the COVID-19 person in your household, it is not mandatory. ** Note- if you have just completed your isolation period for your own COVID-19 illness and returned to work and someone in your household tests positive, you are considered immune and no additional precautions at work are required.				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. Monitor for symptoms.		you are isolating from.			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 a COVID-19 positive patient where a respirator was not used for AGMPs.		✓		✓ 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

*OHSW will contact staff who are identified as possible unprotected close contacts									
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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 am awaiting my test result. <i>*you would be informed of this at Customs</i>	✓		✓	Off work and return to work only after cleared to do so by the Customs 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. 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