

COVID-19 “What if Protocol”¹

Employee states that they may be infected with COVID-19



Step 2
If worker is NOT:

- Symptomatic
- NOR
- Medically or governmentally directed to be quarantined

Instruct employee to advise HR and self-monitor.

Step B
If worker IS symptomatic AND/OR has been directed medically/governmentally to quarantine:

- Determine who and where they were in contact with at the workplace?
- Instruct employee to notify payroll and HR, and self-quarantine for 14 days

Step C
Advise all coworkers who were in close contact with individual who is quarantined, and refer each through the *Coronavirus “What If” Protocol*

Step D
Temporarily shut down and correctly sanitize all potentially infected areas.

Step 3E
Resume operations

¹ Note, this information is based off of allowable steps to continue to safely operated at the time of the publication. Review and follow all current Health and Governmental requirements prior to utilizing this protocol.



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COVID-19 “What if Protocol”

Appendix A: Protocol Details

Employee states that they may be infected with COVID-19

Step 1A Ask them to describe symptoms

Reported signs and symptoms include fever, coughing, and/or difficulty breathing. If you think you have the symptoms of COVID-19, please stay at home and call 8-1-1, or your family doctor/nurse practitioner. People without symptoms, or those with mild symptoms who can be managed at home, should not be tested. The exception is health-care workers with COVID-19 infection who have recovered and require a negative test prior to returning to work.

- Testing will occur by appointment for people who have been referred by their primary care provider or an 8-1-1 nurse <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing-isolation>
- Tell them to call 811 for advice from health professionals. To support testing of people who meet specific criteria, new testing guidelines from the BC-CDC limit testing to people with symptoms who are:
 - Hospitalized or are likely to be hospitalized
 - Health-care workers
 - Residents of long-term care facilities
 - Part of an investigation of a cluster or outbreak

Step 2 If **NOT** symptomatic instruct employee to **self-monitor** and advise HR.

Self-monitoring means looking for new symptoms or signs of coronavirus infection such as fever, cough, runny nose, sore throat, etc. If you develop symptoms, contact 8-1-1 or your health care provider. If your symptoms are severe, such as shortness of breath or chest pain, call 9-1-1 or go to your nearest Emergency Department.

- Watch for the appearance of symptoms, particularly fever and respiratory symptoms such as coughing, sore throat, or shortness of breath.
- Take and record temperature daily and avoid the use of fever reducing medications (e.g. acetaminophen) as much possible.
- These medications could mask an early symptom of COVID-19; if these medications must be taken, client should advise their healthcare provider.

Step B If **ARE** symptomatic or directed medically/governmentally to be quarantined, instruct employee to **self-isolate** for 14 days and notify payroll and HR. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing-isolation>.



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Appendix A: Protocol Details, Step B continued

This includes staying home and avoiding situations where the person could infect other people. This means all situations where the person may come in contact with others, such as social gatherings, work, school, childcare, athletic events, university, faith-based gatherings, healthcare facilities, grocery stores, restaurants, shopping malls, public transportation and all public gatherings.

- Stay at home. Do not go to work, school, or public areas, and don't use public transport/ taxis.
- Wash your hands or use alcohol-based hand sanitizer often. You can ask friends or relatives if you require help with buying groceries, other shopping or picking up medication. Alternatively, you can order groceries and medication by phone or online
- Limit the number of visitors in your home. Only have visitors who you must see and keep the visits short
- Avoid face to face contact; keep a distance of 2 metres (6 feet) from another person.
- Self-isolation can end 14 days after the last contact or return to Canada.

Determine who and where they were in contact with at the workplace?

- What shift are they on?
- Close contact with which coworkers?
- What machine centres?
- Did they use the washroom?
- Did they use the lunchroom?
- Did they go in any office areas?

Step C Advise all coworkers who were in close contact with individual who is symptomatic and refer each through the *Coronavirus “What If” Protocol*.

Step D Temporarily shut down and thoroughly sanitize all contact areas with disinfectant. All touch services need to be disinfected correctly.

Step 3E Safe to resume operations.



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