

# GENERAL WORKPLACE HEALTH AND SAFETY TIPS

## COVID-19 (CORONAVIRUS)



### Tips for the Workplace

- Take temperature daily
- Encourage staff to stay home when sick.
- Consider a flexible leave benefit to allow employees to take time to be home when sick, take care of someone who is ill, or who is concerned about becoming sick.
- Evaluate teleworking policies; determine who must be in office and who can do their job from home.
- Clean and disinfect high traffic areas including doorknobs, light switches, etc.

### If an employee comes into work sick

- Have them leave work immediately.
- Encourage them to follow up with their doctor or healthcare provider for further guidance and assessment (see Steps to Take If You Are Sick).

### If an employee is tested for COVID-19

- The employer will not be notified by a health-care provider or public health staff member if one of their employees is tested for COVID 19.
- The healthcare provider will instruct the employee to self-isolate at home until the test results come back.



### Testing Procedures for COVID-19

- **If the test comes back negative for COVID-19**
  - The employee can resume normal daily activities without restriction of movement assuming they are not still exhibiting symptoms.
  - Encourage the employee to remain home while sick. Rule of thumb for fever is fever-free for a minimum of 72 hours without taking fever-reducing medications (e.g., Tylenol, Advil).
- + **If the test comes back positive for COVID-19**
  - A public health official will contact the employee to provide further guidance on restrictions. The employee is not to leave the house without the authorization of a public health official.
  - A public health official will ask the employee for a list of close contacts since the onset of the illness.
    - The information needed will include people they were in contact with as well as any public places they visited.
  - Once the contact information is obtained, public health officials will begin notifying these individuals, and if necessary, locations of possible exposure.
    - Employers will be notified by public health if one of their employees test positive.
  - All close contacts will be required to self quarantine, stay home and avoid public places for 14 days under the guidance of a public health official.
  - Public health officials will work with the employee to determine when they can leave their home and resume normal daily activities without restriction.