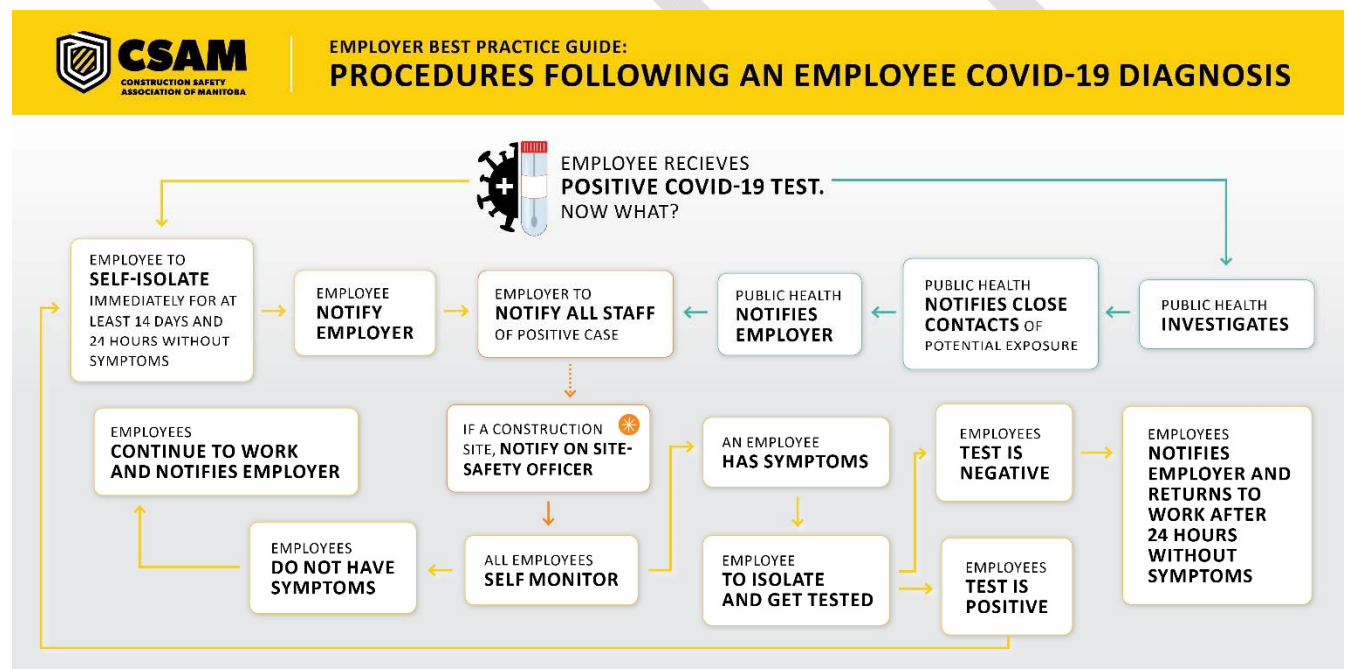


Health and Safety Guidelines

Step-by-Step Procedures Following an Employee COVID-19 Diagnosis

Manitoba Public Health officials will direct any person with a positive COVID-19 diagnosis to self-isolate (stay home) for a minimum of 14 days. Public Health officials will conduct a public health investigation to determine if that person was at work during the time they were infectious. If any additional measures need to be taken at your workplace, public health officials will call you directly to provide advice.

When determining whether or not to get tested for COVID-19, encourage employees to use Shared Health's [COVID-19 Screening Tool](#) online. In addition to the direction of Manitoba Public Health officials, the following is provided as practical guidance for an employer, managers, and employees to follow in order to assist in reducing the risk of further transmission and protecting each other.



1. Employee self-isolate (Quarantine)

- Positive COVID-19 employee
- Any person identified as a close contact

Public Health will direct any person with a positive COVID-19 diagnosis to [self-isolate \(stay home\)](#) for a minimum of 14 days, and initiate an investigation to determine others who may have come into close contact with the positive COVID-19 employee. Any other employee that has been determined to have been in close contact of a person who is positive for COVID-19 (SARS-CoV-2) will also be recommended to get tested and must also self-isolate for a minimum of 14 days since their last contact with the employee who tested positive.

CLOSE CONTACT means having significant (within six feet, not wearing a mask) and prolonged (greater than 15 minutes) contact with a person who has tested positive for COVID-19.

Employees identified as close contacts who have been tested should not be in the workplace — and should be reminded that a negative test result during their mandatory quarantine period does not bypass the remainder of the 14-day waiting period.

2. Identify

- **Conduct an investigation and contact tracing**

In addition to the Public Health investigation, employers should also immediately conduct their own investigation.

Make a list of each person with whom the infected employee was in close contact at any point during the infectious period. This may include others outside of your organization, including suppliers and vendors if you have not yet restricted visitor access.

- a) Identify the dates when the COVID-19 positive employee was in the workplace
- b) Determine activities of the COVID-19 positive employee for each of those dates.
- c) Who the COVID-19 positive employee was in contact with, the duration and if hygiene and physical distancing protocols were in place and followed.
- d) Determine employees at risk of exposure to the virus through close contact.

3. Communicate

- **Notify close contacts**
- **Notify employees**
- **Other individuals/employers that were present at the workplace during the identified dates**

Confidentiality matters. Keep in mind that a positive COVID-19 diagnosis is a medical diagnosis and is to be treated as confidential medical information. Ensure that the infected employee is not identified by name as having contracted the virus, in compliance with the various pieces of legislation that cover personal health privacy information across Canada.

Although any employee that has been determined to have been in close contact with a person who is positive for COVID-19 (SARS-CoV-2) will be contacted by Public Health officials and provided directions, it is best to immediately advise any employee of your findings and the high probability they will be identified as a “close contact” by Public Health officials.

As an immediate preventative measure prior to Public Health notification, you should recommend them to get tested and self-isolate until they receive contact from Public Health officials (who will direct them to isolate for a minimum of 14 days since their last contact with the employee who tested positive).

As per an employer's legislated duty to share required information, a general communication to all others that may have been affected is required. At minimum, this communication would advise of a positive COVID-19 diagnosis at the workplace and dates of possible exposure.

4. Control

- **Disinfect**
- **Maintain rigorous hygiene and physical distancing protocol**
- **Self-monitor**
- **Test**

Use [proper procedure to clean and disinfect](#) all areas the COVID-19 positive employee had physically been over the last three days. The three-day window is important, as current COVID-19 research shows that the virus that causes COVID-19 may live for up to three days on plastic and stainless-steel surfaces.

Remind all personnel of the importance to ensure adherence to [Hygiene and Physical Distancing Protocols](#).

Communicate what steps have been taken to disinfect the workplace to your team, along with what to do if they are having concerns. Ensuring that your employees are aware of what has been done to protect them is a legislated responsibility and good practice.

The majority of employees than may have come into contact with the positive COVID-19 employee would be classified as "indirect contact." Generally, indirect contact individuals would be recommended to self-monitor and seek testing if any symptoms appear.

Further information

The Construction Safety Association of Manitoba invites you to visit our dedicated [COVID-19 Resource page](#) to help keep you informed and implement best practices regarding COVID-19. We have created and compiled in-depth guidelines, safe work practices, resources, and trusted links. If you have any questions or concerns, please don't hesitate to reach out to us at safety@constructionsafety.ca or 204-775-3171 (Head Office) or 204-728-3456 (Westman Office).

For specific medical questions, please contact the Public Health COVID-19 Contact Centre between 9 a.m. and 5 p.m., seven days a week at 1-844-960-1984 to receive further advice, or contact Health Links-Info Santé after-hours at 204-788-8200 or 1-888-315-9257.