Employee Communication
ILLNESS IN THE WORKPLACE AND COVID-19 EXPOSURE
UPDATED January 27, 2021

Please share with your teams.

WHAT YOU NEED TO KNOW:

- Under Occupational Health & Safety (OHS) legislation all employees have a responsibility to comply with COVID-19 procedures.
- Leaders in our organization are responsible for the health and safety of employees and have an obligation to investigate and report confirmed cases of COVID-19.
- There are several scenarios that can present during COVID-19 testing and contact that require considerations for return to work.

INFORMATION

Requesting your health information during COVID-19
Because COVID-19 constitutes a workplace hazard under Occupational Health & Safety, employers can lawfully request employees to provide information regarding employee illness, to the extent that it directly relates to ensuring the health and safety of employees in the workplace.
Based on these requirements and from the Public Health Agency of Canada (PHAC), a manager/supervisor can request the following information from employees:

1. If you are exhibiting any unexplained new or worsening symptoms of COVID-19 (cough, difficulty breathing, fever, fatigue, nausea) in the workplace (and can be asked to go home to self-isolate).
2. If you are undergoing COVID-19 testing and the result of that testing, and if you were present in the workplace while potentially infected.
3. If you were in close contact with someone diagnosed with COVID-19, as it is recommended that such a person would have to self-isolate (and therefore take leave and/or work remotely).
4. If you have travelled internationally in the last 14 days.

Finally, the City may follow up with employees to ensure a safe return to work.
Reporting workplace illness
All employees are responsible for following directions from supervisors and managers regarding reporting to work and workplace health procedures in the context of COVID-19. These duties include, among others:

- using provided safety equipment (Personal Protective Equipment)
- complying with all instructions concerning employee health and safety (staying home when sick, etc.)
- cooperating with any person carrying out a duty set out in the OHS Code

If you have any unexplained new or worsening symptoms of COVID-19 (cough, difficulty breathing, fever, fatigue, nausea) and are at work, you should immediately:

- inform your manager/supervisor
- go home
- contact the Saskatchewan Health Authority (SHA/811) and follow their directions

In the case of working remotely:

- inform your manager/supervisor
- consult the SHA (811) in order to obtain guidance on next steps

To avoid spreading the virus to colleagues and clients you have a duty to isolate as per the direction of the Saskatchewan Health Authority (SHA) and to stay at home as long as symptoms are present, or as long as directed by the SHA.

Employees must also report any circumstance in a workplace that is likely to be hazardous to the health or safety of employees or others in the workplace. This includes reporting their own potential exposure to COVID-19 that caused or is likely to cause illness to themselves or to any other person.

Under Occupational Health & Safety, we all have a role to play to ensure our own health and safety as well as co-workers and any person who could be affected by our actions or omissions.
### Guidelines for COVID-19 Testing and Contact Scenarios

<table>
<thead>
<tr>
<th>Scenario within employee household</th>
<th>Experiencing COVID-19 symptoms?</th>
<th>COVID-19 contact</th>
<th>Employee action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Child sent home from school</strong></td>
<td>Yes</td>
<td>No known or probable contact with COVID-19</td>
<td>Return to work</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)</td>
<td>Contact 811. Self-isolate until the child has been tested and 811 clears for return to school</td>
</tr>
<tr>
<td><strong>Family member waiting for test</strong></td>
<td>Yes</td>
<td>No known or probable contact with COVID-19</td>
<td>Return to work</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)</td>
<td>Contact 811. Self-isolate until family member has been tested and 811 clears for return to work.</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)</td>
<td>Contact 811. Self-isolate until family member has been tested and 811 clears for return to work.</td>
</tr>
<tr>
<td><strong>Family member is self-isolating due to a positive COVID-19 test result</strong></td>
<td>Applies if experiencing symptoms or not</td>
<td></td>
<td>Contact 811. Self-isolate until 811 clears for return to work.</td>
</tr>
<tr>
<td><strong>Family member returned from international trip and is self-isolating for 14 days</strong></td>
<td>No</td>
<td></td>
<td>Return to work</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Contact 811. Self-isolate until family member has been tested and 811 clears for return to work.</td>
<td></td>
</tr>
<tr>
<td><strong>Employee waiting for test</strong></td>
<td>No</td>
<td>No known contact</td>
<td>Return to work</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Known or probable contact with an established case of COVID-19 (single person contact, large group contact, international travel or outbreak)</td>
<td>Self-isolate until test result and further instruction is provided by 811.</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Known or unknown</td>
<td>Self-isolate until test result and further instruction is provided by 811.</td>
</tr>
</tbody>
</table>