**COVID-19 Positive Test Procedure**

1. **Designated Contact Person(s)**

At each COMPANY location there will be designated personnel who will communicate with any persons testing positive for COVID-19. Management will designate this role it will typically be assigned to department supervisors.

These contact persons will have reviewed this procedure and be prepared to complete the associated tasks:

* Communicate with employees who have tested positive
* Communicate with the identified “contacts” of the employee who has tested positive
* Communicate with Alberta Health Services (AHS) regarding the above

1. **Confirm the Positive Result**

The result may be communicated to the COMPANY by either the employee or AHS. If the communication comes through the employee confirm whether the result is a positive test, or a presumptive positive test. Also determine where this result came from and gather confirmation if possible (documents, emails, screenshots, etc).

1. **Communicate With Care**

The designated person(s) will need to communicate carefully with the employee who has tested positive, this person will likely be feeling ill and under great stress. This employee should receive the following information:

* Priority number one is the safety and wellness of all employees
* Offer all available resources (Employee Assistance Plans or Provincial resources)
* Communicate any other available assistance

1. **Advise Employee to Self-Isolate Immediately**

The designated person(s) will need to communicate that the employee who has tested positive will need to self-isolate as instructed by AHS: 10 days after last symptoms or 14 days. Ideally the COMPANY would like to see a negative test result prior to reinstatement, but that may not be possible until wider testing is available.

1. **Notify Management and Legal Counsel of the Positive Test**

The designated person(s) will contact management to make notification of the positive test. Management will notify legal counsel. All steps from this point will be in collaboration with Management.

1. **Complete a Risk Evaluation**

Gather the following information from the employee who tested positive:

* Identify the date of the positive test
* Identify the date of first symptoms
* Identify where the employee has been working and taking breaks for the last 14 days and have those areas sanitized
* Identify the “contacts” for this employee: any other employees who have worked/been in close quarters (within 6 feet) of the employee who tested positive over the last 14 days

1. **Communicate with “Contacts”**

The designated person will need to communicate with all identified “contacts” of the employee who has tested positive. These employees will need to be advised of the following:

* They have been working in close proximity of an employee who tested positive for the virus (note: need to be very careful not to share the name of the positive employee for privacy reasons – check with legal prior to sharing for any reason)
* Request that these employees also self-isolate for 14 days from the date of exposure (date that positive testing employee had first symptoms)
* Request that these employees contact AHS via 811 if they have symptoms
* Advise that AHS will likely contact them directly regarding this exposure

1. **Determine Follow-up Actions**

Management will need to determine what follow-up actions will be required to return the workplace to a safe condition. These actions will most likely consist of:

* Temporary closures of portions of the work area for sanitization
* Advise other employees who may have been in contact with the positive employee to closely monitor for symptoms and how to follow up (811, AHS, etc)

1. **Conclusion**

Expect to be contacted by, and be prepared to work with, AHS. Coordinate responses with AHS and follow any recommendations given.

Take all reasonable steps to protect all employees – those who have tested positive and all those who may have been exposed. Remain calm and emphasize to all you communicate with that their wellbeing is our first priority.

1. **Key Contacts**

**Designated Personnel**

**Management**

1. **COVID-19 Positive Test Procedure Checklist**

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| --- | --- |
| **Procedure Steps** | **Info/Notes** |
| Notification: | Name of Employee: |
| Employee Contact Information: |
| Confirmed or Presumptive: |
| Date of Test or 1st Symptoms: |
| Designated Person: |
| EAP/Assistance Provided | Information Provided: |
| Self-Isolation | Employee with Positive Test has been notified of the requirement to self-isolate. |
| Management & Legal Notified | Management Personnel Notified: |
| Legal Contacted By: |
| Risk Evaluation | Identify and sanitize work/break areas: |
| Identify “Contacts” (other employees who work/take breaks within 6 feet of positive worker): |

**11. COVID-19 Positive Test Procedure Checklist (con’t)**

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| --- | --- |
| **Procedure Steps** | **Info/Notes** |
| Communicate with “Contacts” | “Contacts” notified of Positive Test situation: |
| “Contacts” have been required to self-isolate: |
| “Contacts” have been notified they should call 811/contact AHS: |
| Follow-Up Actions | List actions required: |