

Special COVID-19 Outbreak Information



1 Be prepared and be ready

Your COVID-19 office/clinic preparedness with your staff:

- Identify everyone in your chain of communication (for example, workers, patients, suppliers). Recheck systems for sharing information with them.
- Maintain up-to-date contact information for everyone in the chain of communication. This information will be used for Contact Tracing.



2 What to do if a patient/employee has screened positive for COVID-19



Promptly take the proper steps to protect others in the clinic and work areas:

- Make sure to **fully** complete the [COVID-19 Screening Tool](#).
- Immediately isolate the person who screened positive for COVID-19.
- Determine who may have been exposed to the person who screened positive.
- This process includes people who have had at least 15 minutes of contact within 2 metres of the person who screened positive, beginning at any point within two days before they developed symptoms.
- Contact Telehealth (1-866-797-0000) or your local [Public Health Office](#) for reporting and testing instructions.

3 Self-isolating

Tell exposed employees/persons how to keep from spreading COVID-19 to others by:

- ◆ Self-isolating for 14 days beginning from first contact.
 - After 14 days, you can stop isolating if you no longer have a fever and your symptoms have improved, but you should continue with physical distancing measures.
 - If you are still unwell at 14 days, contact Telehealth (1-866-797-0000) or your local [Public Health Office](#).



4 Employees testing positive



Document employees testing positive by:

- Documenting the number of days that exposed employees stay home to make sure they do not come back to work too soon.
- Documenting employees who are sent home and develop symptoms, until all three of these things are true:
 - They feel better
 - It has been 10 days since they first felt sick
 - They have had no fever for the last 24 hours, without using medicine that lowers fevers
- Screening returning employees to make sure they do not have symptoms and are OK to come back to work.

Note: No medical examination, testing, or official letter is needed to return to work

Case and contact management



What to expect if you may have been exposed to someone with COVID-19

If you have been in close contact with someone who has COVID-19, contact Telehealth (1-866-797-0000) or your local [Public Health Office](#). You should stay at home and self-quarantine for 14 days, starting from the last day you were possibly exposed to COVID-19.

Any information you share with public health workers is **CONFIDENTIAL**. This means that your personal and medical information will be kept private



- 1** You should stay at home and self-quarantine for 14 days, starting from the last day you were possibly exposed to COVID-19. Self-quarantine means staying home, monitoring your health, and maintaining physical distancing (at least 2 metres) from others.
- 2** Your Public Health Office can provide information about COVID-19 testing in your area when you need support or assistance with self isolation.
- 3** While in self-isolation, you should take your temperature twice a day, watch for fever and other symptoms of COVID-19, and notify your [Public Health Office](#) if you develop symptoms.
- 4** If you become ill during the 14 days of self-isolation, you should notify your [Public Health Office](#) and seek medical care if your symptoms worsen or become severe. Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.



What to do if media arrive

If during an outbreak your local media arrive, **please call immediately**:
Nancy Gale, VP, Strategic Communications and Stakeholder Management @ 416-554-0038 or John Bromley, Manager, Integrated Communications @ 647-526-6201.