

# Your Return to Practice Playbook

## Reporting Potential Cases of COVID-19

*As per Ministry of Health requirements, patients and essential visitors should be screened over the phone for symptoms of COVID-19 prior to coming in for an appointment and on site upon arrival. This can be done with the screening tool provided. If a patient or essential visitor screens positive, the appointment should be deferred if possible and the individual referred for testing.*

*You may provide care for a patient who screens positive only if you are able to follow droplet/contact precautions and are knowledgeable on donning and doffing PPE.*

### **If a patient has or develops COVID-19 symptoms:**

- ⇒ Assessment and care, if possible and if feasible following occupational health and safety requirements, should be provided
- ⇒ If not, the patient should be given a surgical/procedure mask, separated from others in the clinic and referred for further assessment and support for COVID-19 care:
  - ⇒ Referral to primary care physician
  - ⇒ Telehealth: 1-866-787-0000
  - ⇒ [Self-Assessment Tool](#)
  - ⇒ Referral to [Assessment Centre](#) or [local public health unit](#) for further testing
- ⇒ The area should be cleaned following the patient exiting the clinic
- ⇒ If a patient later tests positive for COVID-19, you are encouraged to contact your local public health unit for advice on potential exposure and implications for continuation of work

### **If an essential visitor screens positive:**

- ⇒ They should be referred for further assessment and testing to an assessment centre, telehealth, primary care provider, or to self-assessment tool (see above)
- ⇒ They should not be permitted to attend with the patient pending test results
- ⇒ Where possible, services should be deferred until symptoms have resolved
- ⇒ To reduce the risk of transmission of COVID-19, visitors should be limited to those who are essential which will be determined by the employer and health care provider

### **If a staff member develops symptoms:**

Members and staff must self-screen for COVID-19 before attending in-person at the clinic. All staff should self-monitor for COVID-19 symptoms at home and not come into work if feeling ill.

- ⇒ Ensure there is a designated space in the clinic for staff who develop symptoms of COVID-19 and immediately send them home if possible
- ⇒ Work areas must be cleaned and disinfected
- ⇒ Contact your health care provider, telehealth or local public health unit
- ⇒ The staff member may return to work upon recommendation by public health officials
- ⇒ Only in exceptional circumstances where clinical care would be severely compromised without additional staffing can a COVID-19 positive health care worker return to work. For more information visit the [Quick Reference Sheet Public Health Guidance on Testing and Clearance](#) and [How to Self-Isolate while Working Fact Sheet](#)

### **If staff is infected due to workplace exposure:**

- ⇒ Employers must notify Ministry of Labour, Training and Skills Development
- ⇒ Employers must provide written notice within 4 days of being advised of contraction of an occupational illness or if a claim has been made to Workplace Safety and Insurance Board (WSIB) to the:
  - ⇒ Ministry of Labour, Training and Skills Development,
  - ⇒ Joint Health and Safety Committee or health and safety representative, and
  - ⇒ Trade union (if any)
  
- ⇒ Note that occupationally-acquired infections are reportable to the WSIB
  
- ⇒ Please refer to the [Quick Reference Sheet Public Health Guidance on Testing and Clearance](#) for guidance on work restrictions and when to return to work.

**Source:** Ontario Ministry of Health