

1. A staff member informs their employer of their positive test result

- Remind staff member to [self-isolate](#) at home until they are provided with more direction from Ottawa Public Health (OPH).
- [Clean and disinfect](#) surfaces that may have been touched by the employee who tests positive for COVID-19 as soon as possible.

2. OPH is informed of a staff member's positive test result.

- OPH confirms the positive test result and when the staff member was last at work to determine if they worked during the time when they were able to spread the virus to others (period of communicability).
- If the staff member worked during that period, OPH will request that the staff member share that information (dates and other high-risk contact staff) with their employer.

3. Employer identifies high-risk contacts in the workplace

- Based on the dates and names of close contacts provided by the positive staff member, the employer confirms and identifies any missing workplace high-risk contacts.
- High risk contacts are:
 - Anyone within 2 metres (6 feet) for 15 minutes or more of a positive employee. This includes having multiple short encounters totaling 15 minutes or more over a 24-hour period, where the person did not wear the minimum personal protective equipment that they were trained to use and required to wear (a medical grade mask **AND** [eye protection](#)).
 - Anyone who has close physical contact with a coworker who tested positive, such as shaking hands, hugging, kissing, being sneezed or coughed on.

*Consider times when masks are removed and close contact occurs (e.g., during breaks, lunch, or carpooling to work).

*If you have any questions about this step, please call 613-580-6744.

4. Employer informs workplace high-risk contacts

- Once the high-risk contact list is finalized, the employer informs identified staff that they **must self-isolate at home. Please forward [Staff High-Risk Contact Letter](#)** to identified high-risk contacts.
- The employer will inform high-risk contact staff of their return to work date (at least 10 +1 day) after the last contact with the positive staff member
- Fully vaccinated High-Risk Contacts may not need to self-isolate if certain criteria are met, which can be [found here](#). To ensure review of exceptions, please provide all High-Risk Contacts with the High-Risk Contact Letter even if an employee indicates they are fully vaccinated.

***It is VERY important that employers do not share with staff members who the positive case is as this information is confidential!**

Important Information

- **HIGH-RISK contacts must** self-isolate at home for 10 days after they were in contact with the staff member who tested positive for COVID-19, even if the high-risk contact has a negative COVID-19 test result.
- **SYMPTOMATIC staff** should be tested right away.
- **ASYMPTOMATIC (no symptoms) high-risk contact staff** should go for testing **no earlier than 7 days** after the last close contact with the positive staff member.

Disclaimer: The measures that are taken to reduce risk of spread, such as physical distancing, hand hygiene, and wearing a mask, are all taken into account when doing risk assessments and identifying contacts as high or low risk, but they do not independently control or guarantee the outcome of these assessments.