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 who was wearing a mask and was less than 2 metres away from the positive staff member and spent 15 or more minutes with them.
     - Anyone who did not wear a mask and was less than 2 metres away from the positive staff member for any length of time (regardless if the positive staff member wore a mask).
     - Anyone (with or without a mask) who was less than 2 metres from the positive staff member who did not wear a mask for any length of time.
   *Consider times when masks are removed and close contact occurs (e.g., during breaks, lunch, or carpooling to work).

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 14 +1 day) after the last contact with the positive staff member.

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

**Import Information**
- **HIGH-RISK contacts** must self-isolate at home for 14 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.