



**Reopening**

COVID-19

# Workplace exposure toolkit

to help you implement  
safe business reopening

# COVID-19

## Workplace Exposure

### What to do if there's a case in your workplace



#### 1 Tell the employee to self-isolate immediately

- Employees who test positive must self-isolate for 14 days.
- **If the employee has symptoms**, self-isolation must start from the day when their symptoms started showing.
- If the employee **does not have symptoms**, self-isolation must start from the date they were tested.

#### 2 Contact Peel Public Health at 905-799-7700, Caledon 905-584-2216

- Public health will provide instructions and do contact tracing if needed.
- Be prepared to provide information about those who had close interactions with the COVID-19 positive employee.

**Tip:** Be sure to maintain employee privacy when collecting and storing information.

#### 3 Implement public health measures

- Having a COVID-19 workplace safety plan already in place will help make the workplace safer for everyone.
- As soon as possible, clean and disinfect any surfaces that the COVID-19 positive employee may have touched.
- Other employees who were exposed may need to be notified and directed to self-isolate for 14 days from the start of their symptoms or from the date of testing if they have no symptoms.

**Note:** Public Health might declare a COVID-19 outbreak if 2 or more cases could have reasonably been acquired in your workplace. Public Health will work closely with you on next steps.

#### 4 Notify the Ministry of Labour

- Notify the Ministry of Labour, Training and Skills Development in writing within 4 days if an employee has tested positive for COVID-19 due to an exposure at your workplace or if a claim has been filed with the Workplace Safety and Insurance Board (WSIB).
- You must also advise your workplace's joint health and safety committee, health and safety representative, and, if applicable, the worker's trade union.

CDS-0737 20/07

For more information visit [peelregion.ca/coronavirus](https://peelregion.ca/coronavirus)

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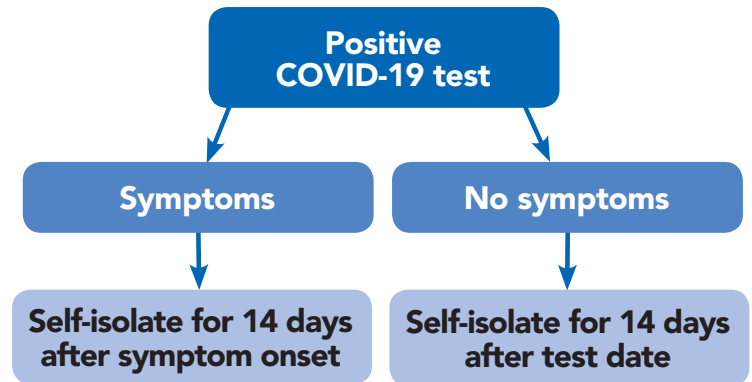
# COVID-19

## Safely returning to work



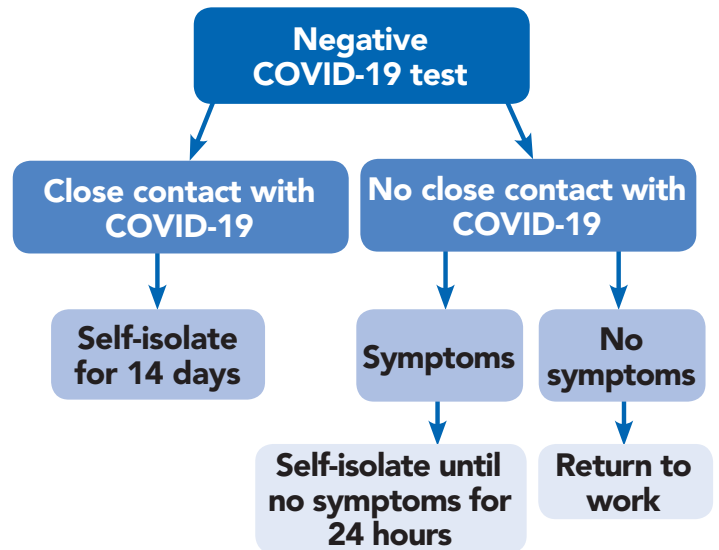
### When can employees who test positive for COVID-19 return to work?

- If someone **tests positive** for COVID-19, they are contacted by public health and instructed to **self-isolate for 14 days**.
- Employees who test positive for COVID-19 **do not require a negative test** before returning to work. Public health will check for symptom improvement and no fever before clearing them out of isolation.



### When can employees who test negative for COVID-19 return to work?

- A **negative test** does not automatically clear an individual to return to work. This depends on whether the employee had **close contact** with a person who has COVID-19.
- Employees who had **close contact** with a person with COVID-19 must **self-isolate for 14 days** from their last date of exposure, even if they tested negative. This is because the virus may still be incubating and may not have been detected by the test.
- Employees who test negative with **no close contact** to a person with COVID-19 should self-isolate until their **symptoms are resolved for 24 hours**. If they had **no symptoms**, they do not have to self-isolate and can **return to work**.



The information in this document is current as of September 1, 2020

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## COVID-19

# Checklist for creating a business patron log



A patron log is recommended for all businesses. This log should collect contact information of people who enter your business and will be used in case Public Health contact tracing becomes necessary.

Remember to maintain privacy when collecting and storing information.

**Patrons logs are now required for restaurants and bars**

- 1 Record the name and phone number of at least one member of every party of patrons that enters an indoor or outdoor dining area in the establishment. You don't need to keep a log of patrons who temporarily enter the area to place, pick up or pay for a takeout order.**
- 2 Maintain records for at least one month.**
- 3 Consider a system to privately and securely store private personal information, such as a locked cabinet or password protected database.**
- 4 Only disclose records to a medical officer of health or their designate upon request for a purpose specified under the *Health Protection and Promotion Act*.**

**Questions?** Call Peel Public Health: 905-799-7700, Caledon 905-584-2216  
Open daily from 8:30 a.m. to 4:30 p.m.

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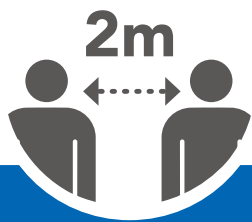
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# COVID-19

## Core Four



### Stay apart

Maintain 2-metres distance from everyone outside your **safe social circle**.



### Lather up

Wash your hands with soap and water; or use hand sanitizer.



### Mask up

Wear a non-medical mask where maintaining physical distancing is difficult and **where masks are mandatory**. Protect the supply of medical grade masks for health care workers.



### Get tested

Get tested if you think you have COVID-19 or may have been exposed to it. Stay home, self-isolate and prevent potential spread.

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