

Withdrawal of partner of an employee infected or potentially infected with COVID-19

Scope	All staff, without exception
Version	1.0
Date of creation	April 2020

Introduction

Under section 49 of the Occupational Health and Safety Act, employees must take the necessary steps to protect their health, safety or physical integrity and must ensure that the health, safety or physical integrity of others in the workplace or near the workplace is not at risk.

This procedure applies when a partner is withdrawn following an employee's declaration of symptoms or when a employee reports contact with an infected or potentially infected person.

When an employee reports COVID-19 or symptomatic of one or more of the following symptoms:

- **Cough**
- **Respiratory difficulty**
- **Sudden loss of smell without congestion, with or without loss of taste**
- **Fever;**

This employee will be removed from work for a quarantine period of **14 calendar days**.

The supervisor will be required to conduct an investigation to determine if the infected or potentially infected employee has been in contact with co-workers within 2 meters for more than 15 minutes during the last 48 hours.

The immediate supervisor must then provide a list of names, if applicable, to the human resources department. The human resources department will be in contact with the employees on this list.

Employees who have been in contact with the infected or potentially infected employee will be removed from work for a period of **14 calendar days** - unless the employee develops the above symptoms. At this point, quarantine will start again on the day of the onset of symptoms. It is therefore imperative that the employee be in communication with the human resources department to determine an appropriate return-to-work date.

When an employee reports having been in contact with a person with COVID-19 or symptomatic of one or more of the following symptoms:

- **Cough**
- **Respiratory difficulty**
- **Sudden loss of smell resulting in loss of taste**
- **Fever;**

This employee will be removed from work for a quarantine period of **14 calendar days**. However, if the employee develops one or more of the symptoms during this quarantine, the **14 calendar days** will restart as soon as the employee's symptoms begin. It is therefore imperative that this employee be in communication with the human resources department to determine an appropriate return-to-work date.

The supervisor will be required to conduct an investigation to determine whether the infected or potentially infected employee has been in contact with co-workers within 2 meters for more than 15 minutes during the last 48 hours.

The immediate supervisor must then provide this list of names, if applicable, to the human resources department. The human resources department will be in contact with the employees on this list.

Employees who have been in contact with the employee who has been in contact with an infected or potentially infected person will be removed from work for a period of **7 calendar days**. However, if the original employee develops one or more of the above-mentioned symptoms, these employees will be removed from work for a quarantine period of **14 working days**. In turn, if these employees develop one or more of the above symptoms, they will be kept off work for **14 calendar days** - the quarantine will begin on the day of the onset of symptoms. It is therefore imperative that the employee be in communication with the human resources department to determine an appropriate return-to-work date.

Questions

If you have any questions about this policy, please contact a Human Resources representative.