



Staff Monitoring & Testing Guideline

updated as of May 4, 2020

based on COVID-19 provincial Testing Guidance Update V.3.0, May 2, 2020

Please note: Information about COVID-19 case definitions and resulting actions are changing rapidly, therefore information may be updated on a regular basis.

Definitions:

Work Exposure	<p>1) Direct contact within 2 metres without droplet PPE to a pending or positive COVID person</p> <p>2) Contact in an enclosed space while an aerosol generating medical procedure was completed without airborne precautions PPE to a pending or positive COVID person.</p> <p>NOTE: If the patient or person was wearing a mask covering their nose and mouth at the time of the potential exposure an exposure did not occur.</p>				
Symptoms of COVID-19	<ul style="list-style-type: none"> • Fever (Temperature of 37.8°C or greater); OR • Any new/worsening acute respiratory illness symptom (e.g. cough, shortness of breath (dyspnea), sore throat, runny nose or sneezing, nasal congestion, hoarse voice, difficulty swallowing); OR • Clinical or radiological evidence of pneumonia. <p>** Note: in people presenting with ONLY runny nose/sneezing, nasal congestion, consideration should be given to other underlying reasons for these symptoms such as seasonal allergies and post-nasal drip.</p> <p>Atypical presentations of COVID-19 should be considered, particularly in elderly persons. For a list of potential atypical symptoms, please see table below:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Symptoms</th> <th style="text-align: left;">Signs</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Unexplained fatigue/malaise • Delirium (acutely altered mental status and inattention) • Falls • Acute functional decline • Exacerbation of chronic conditions • Digestive symptoms, including nausea/vomiting, diarrhea, abdominal pain • Chills • Headaches • Croup • Conjunctivitis </td> <td> <ul style="list-style-type: none"> • Unexplained tachycardia, including age specific tachycardia for children • Decrease in blood pressure • Unexplained hypoxia (even if mild i.e. O2 sat • Lethargy, difficulty feeding in infants (if no other diagnosis) </td> </tr> </tbody> </table>	Symptoms	Signs	<ul style="list-style-type: none"> • Unexplained fatigue/malaise • Delirium (acutely altered mental status and inattention) • Falls • Acute functional decline • Exacerbation of chronic conditions • Digestive symptoms, including nausea/vomiting, diarrhea, abdominal pain • Chills • Headaches • Croup • Conjunctivitis 	<ul style="list-style-type: none"> • Unexplained tachycardia, including age specific tachycardia for children • Decrease in blood pressure • Unexplained hypoxia (even if mild i.e. O2 sat • Lethargy, difficulty feeding in infants (if no other diagnosis)
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Testing	<ul style="list-style-type: none"> • Occupational Health may state that you require COVID-19 testing. This can occur at the SMH Assessment Centre, SMH Emergency Department or another location closer to your residence. 				

	<ul style="list-style-type: none"> If you get testing done for COVID-19 Occupational Health must be called by contacting extension 3204 or e-mail at dpaton@smhosp.on.ca If a staff tests positive; they will be directed by Occupational Health when they can return to work based on ministry recommendations.
Self Monitor	Guidelines to self monitor click here Self Monitor
Self Isolate	Guidelines to self monitor click here Self Isolate
Notify	To inform by e-mail or text message ("Call" indicates to inform by phone call)
Critical	All job classifications at SMH are critical. If necessary, it will be determined if the specific worker is critical in the moment to continued operations. This determination can change over time based on the needs of the hospital and is determined by the leader in conjunction with Human Resources.
Compensation	All COVID-19-related compensation questions to be directed to Human Resources to jmanicom@smhosp.on.ca
High-Risk	High-risk includes people who are aged 70 and older or have chronic lung disease or moderate to severe asthma or serious heart conditions or immunocompromised or severe obesity or diabetes or renal failure or liver disease.
Accommodation	As a result of an approved accommodation request a change in normal work assignment which could include a change in duties, hours, work location, alternate position, or changes to PPE. Accommodation may not be the employee's preferred solution or perfect solution. Contact your manager or Human Resources jmanicom@smhosp.on.ca and complete a Request for Accommodation Form .

Staff Scenarios:

<p>Scenario 1: Worker has symptoms (COVID-19)</p> <p>If at home, stay home:</p> <ol style="list-style-type: none"> 1. Self-isolate 2. Immediately call your leader or designate. 3. Worker must contact Occupational Health contacting the Sick Line at extension 1751 with your name, and reason for contact. OHS will call you to conduct a telephone assessment. <p>If at work:</p> <p>0700-1600</p> <ol style="list-style-type: none"> 1. Keep social distance from others and leave the unit as quickly as possible, don a surgical/procedural mask, and ensure your work is handed off safely. 2. Immediately call your leader from your personal cell phone (to limit potential contact transmission from an SMH phone). 3. Report in person to Occupational Health for immediate assessment. 4. OHS will provide directions on next steps including direction on return to work, testing requirements/results and COVID-19 health teaching. <p>1600-0700</p> <ol style="list-style-type: none"> 1. Keep social distance from others and leave the unit as quickly as possible, ensuring your work is handed off safely 2. Immediately notify leader/delegate, leader on call and staffing office from your personal cell phone to report absence. 3. Return home and self-isolate. 4. Worker must contact the Sick Line extension 1751 with your name, phone number and reason for contact. OHS will call you to conduct a telephone assessment. <p>Occupational Health and IPAC contact information: Deb Paton – dpaton@smhosp.on.ca ext. 3204; Sick Line ext. 1751</p>
<p>Scenario 2: Worker has been exposed outside of work to a person that <u>they do not live with</u> who has symptoms</p> <ol style="list-style-type: none"> 1. Self-monitor for 14 days from last date of exposure and continue to come to work.

2. If worker develops symptoms – go to Scenario 1.

Scenario 3: Worker has been exposed to a person (that they do live with) with symptoms

1. Symptomatic cohabiter must self-isolate until 24 hours symptom free.
2. Worker must self-monitor for 14 days from last date of exposure to cohabiter and continue to come to work.
3. If worker develops symptoms – go to Scenario 1.

Scenario 4: Worker suspects a potential exposure at SMH to a patient who has a pending or positive COVID-19 test result and the worker is exhibiting no symptoms

1. Immediately notify your leader/delegate/leader on call to advise of the potential exposure. Your leader will determine if you are critical.
 - a. If you are determined to be critical, continue to wear your mask and stay at work.
 - b. If you are determined to not be critical at the time, ensure your work is handed off safely and contact staffing office to report your absence. Then go home and self-isolate. You may become critical while off work. If you become critical, your leader will contact you. If you remain asymptomatic you will be directed to return to work with appropriate PPE when you become critical.
2. At the time of potential exposure and before resuming work or going home, as appropriate, complete a Safe Point Incident report – Staff Incident
3. For 14 days after an exposure, a worker must self-isolate at all times when they are not at work.
4. If you develop symptoms during the 14 days after a confirmed exposure, notify Occupational Health AND go to Scenario 1.

Note: If you have another employer go to Scenario 11.

Scenario 5: Worker has been exposed to a person that they do live with, who has travelled outside of Canada with a return date within the last 14 days

- Cohabiter does not have symptoms – **worker comes to work**
- Cohabiter has or develops symptoms – **go to Scenario 3**
- If worker develops symptoms – **go to Scenario 1**

Scenario 6: Worker has travelled outside of Ontario within the last 14 days

1. Self-isolate and self-monitor for symptoms.
2. Worker must call manager and Occupational Health to review when staff member can return to work.
3. If worker develops symptoms – go to Scenario 1.

Scenario 7: Worker is unable to attend work due to child care commitment and/or providing care for an ill family member

1. If employee is unable to attend work for reasons unrelated to an exposure or illness, standard processes will apply.
2. Workers should contact their leader to assess options.
3. Workers should consider which leave of absence is appropriate based on their individual circumstances. An absence from work will require approval.
4. If there is a loss of earnings, workers may be able to use excess banks if possible to ensure they have no loss of earnings. Alternatively, workers may be able to apply for EI or alternative benefit.

Scenario 8: Worker is pregnant and is concerned that current work assignment puts them at higher risk as a result of COVID-19

1. If employee is eligible to begin pregnancy leave (within 17 weeks of due date), the employee may do so by advising their direct leader.
OR
2. Employee must contact Occupational Health by email dpaton@smhosp.on.ca to advise that their current work assignment places the pregnancy at high risk. Occupational Health will review and assess the situation and either confirm or deny the request. No medical will be required at this time.

3. If the work assignment is confirmed to place the pregnancy at high risk, your leader along with Human Resources will work with Occupational Health to attempt to provide the employee with accommodation.
4. If accommodation is unavailable the employee will be placed on an unpaid leave of absence.

Note: The Society of Obstetrics and Gynecologists has issued a [statement](#) with respect to COVID-19 and pregnancy. The employee will not be paid for any shifts missed while accommodation is sought. If accommodation is unavailable, worker will be placed on an unpaid LOA. Worker can then apply to EI or CERB as appropriate OR access their banked time.

Scenario 9: Worker is high-risk for COVID-19 and concerned that current work assignment puts them at higher risk as a result of COVID-19

1. Employee must contact manager or Human Resources and complete [Request for Accommodation Form Due to COVID-19](#) to advise that they are high risk for COVID-19 as per the definition and that they are concerned about their current work assignment.
2. If a medical condition, OHS will review and assess the situation and either confirm or deny the request. No medical will be required at this time.
3. If the employee is confirmed to be high-risk, their current work assignment will be assessed. If the current work assignment is deemed to be high risk your leader, Human Resources and/or Occupational Health will attempt to provide the employee with accommodation.
4. If accommodation is unavailable, the employee will be placed on an unpaid leave of absence. The employee will not be paid for any shifts missed while accommodation is sought. If accommodation is unavailable, worker will be placed on an unpaid LOA. Worker can then apply to EI or CERB as appropriate OR access their banked time.

Scenario 10: Worker lives with someone who is high-risk for COVID-19 and worker is concerned.

- Worker is still expected to attend work. Follow best practices for social distancing and self isolation to decrease risk for acquiring COVID.
- SMH has access to alternative housing accommodations. Contact Human Resources for further information.
- Speak to your leader to see if alternate work is available. If alternate work is not available, you will be expected to continue to work in your current assignment.

Scenario 11: Worker suspects a potential exposure at another employer to a patient who has a pending or positive COVID-19 test result and the worker is exhibiting no symptoms

1. Advise Occupational Health by calling extension 3204 of the potential exposure. Provide Occupational Health with name, reason for contact, phone contact information and information on what your other employer has advised, if known.
2. If an **exposure is confirmed**, you will **not** be permitted to work at SMH until 14 days from the exposure. You may be able to continue to work at the exposure employer.
3. You will be placed on a leave of absence from your shifts at SMH for 14 days from last date of exposure. Contact Human Resources jmanicom@smhosp.on.ca to discuss compensation including how the exposure employer will treat your scheduled shifts at SMH.

Scenario 12: Worker suspects a potential exposure at SMH to a patient who has a pending or positive COVID-19 test result and the worker is exhibiting no symptoms and the worker has another Employer

1. Follow Scenario 4.
2. Once exposure has been confirmed, contact your other Employer to advise of the exposure.
3. Contact Human Resources jmanicom@smhosp.on.ca to discuss compensation and how SMH will treat your scheduled shifts at your other employer.