



Changes to Reporting Illness, Contact Tracing and Returning to Work:

As is the norm for the COVID-19 pandemic, information and guidelines are changing fast. Here's what we know today:

- With the exception of people who are immunocompromised, fully vaccinated people may return to work (if no fever and symptoms are improving) after 5 full days of self-isolation. Self-isolation period is determined by Occupational Health Services.
- Contact tracing in an environment where everyone is fully vaccinated and wearing PPE is not alleviating risk – only creating backlogs of calls that result in the advice to “monitor for symptoms and stay home and test if you become ill” which, is actually the advice for every staff, and every person in our community, every day.
- After many months of reporting symptoms and getting tested for COVID-19, we have confidence in you. We know that all staff know to screen for symptoms and to stay home and get tested if they have even minor symptoms of COVID-19.

As a result of what we know today, we are changing:

- 1. The process for reporting illness**
- 2. The level of contact tracing we will do as an organization**
- 3. How staff return to work – No longer need to submit return to work form**

1. The process for reporting illness

- Only staff who test positive for COVID-19 need to report that test to Occupational Health Services (OHS). WHY: After many months, staff know what to do when they have symptoms of influenza or COVID-19. Occupational Health will continue to track the number of cases of COVID-19 and monitor for outbreak situations.

2. The level of contact tracing we do as an organization

This document is available in alternative formats. For assistance please contact (204)

- Occupational Health is no longer contact tracing. WHY: Because our entire workforce is fully vaccinated, there is NO circumstance where employees need to take different/additional action because of a workplace positive. The advice to all staff, every day, regardless of whether there is a COVID positive case or not is: monitor for symptoms, stay home if you are sick and get tested for COVID-19. Because community spread is much higher than spread in our workplace, everyone's risk of getting COVID-19 is greater outside of work. There is not a scenario where Occupational Health would give different advice.

3. How staff return to work

- All staff who are off sick (whether with COVID-19 or NOT) will screen themselves to return to work, there is no longer a requirement to call Occupational Health for clearance to return and there is no longer a requirement to submit a return to work form. WHY: Given the new Public Health guidelines for staff (who wear PPE) to return to work, we know that staff can use the screening tool and make the best decision about their readiness to return to work.

As mentioned above – this is what we know today. These decisions are based on the information that we have today and we want all staff to be prepared for further changes – the only thing we know for certain in this pandemic is that things will change.

Below, you will find:

- The detailed process for self-screening, reporting illness and screening to return to work.
- The screening tool.
- A Frequently Asked Questions document that outlines many questions that Occupational Health receives every day – to help you make good, informed decisions.

Your manager is your best contact for questions.

Process for Screening, Reporting Illness and Return to Work:

You have symptoms of Influenza Like illness (ILI) and/or COVID-19:

This document is available in alternative formats. For assistance please contact (204)

1. Immediately self-isolate.
 - a. If symptoms develop while at work, notify your direct supervisor and leave immediately (your direct supervisor may be able to provide you with a rapid test kit).
 - b. If at home, get tested for COVID-19 and isolate. (You may wish to contact the health-care workers COVID-19 test site for testing - *book online for appointments at 604 St. Mary's between 9am and noon.*)
2. Use your regular sick-call process (scheduling, sick line or supervisors) to notify of your absence for next scheduled shift(s).
3. If you receive **negative** results for 2 rapid tests, 48 hours apart or a negative PCR test, use the [screening tool](#) to assess readiness to return to work.
 - a. If ready to return, please report for next scheduled shift.
 - b. If not ready to return, continue to notify using your regular sick-call process (scheduling, sick line or supervisor).
 - c. If symptoms persist longer than 7 days contact your family medical provider and notify supervisor.
4. If you receive **positive** results on PCR test or rapid test:
 - a. Continue to self-isolate.
 - b. Contact Occupational Health at 204.256.4301, ext. 2407 to advise of positive result.
 - c. Using your regular sick-call process (scheduling, sick line or supervisor) notify for absence from all shifts scheduled for the period of self-isolation identified by Occupational Health.
5. Upon completion of self-isolation, assess readiness to return to work using the [screening tool](#).
 - a. If ready to return, notify St.Amant using your regular sick-call process (scheduling, sick line or supervisor) and report for next scheduled shift.
 - b. If the period of self-isolation provided by Occupational Health was less than 10 days you **MUST** maintain strict adherence to PPE and physical distancing at all times, perform meticulous and frequent hand hygiene, and take all breaks separately from co-workers until 10

- days after your day one isolation period as determined by Occupational Health.
- c. If not ready to return, notify using your regular sick-call process (scheduling, sick line or supervisor) and continue to self-isolate.
 - i. Continue to assess readiness to return each day.
 - ii. If not ready to return after 10 full days of self-isolation, please contact your family medical provider.

COVID-19 Employee Self-Screening Tool for Return to Work (this form does not need to be submitted – it is for employee use only)

A. For employees who tested **NEGATIVE** and screening to return to work after experiencing COVID related symptoms:

1.	Have you tested NEGATIVE for Covid-19 with one of the following: <ul style="list-style-type: none"> • One (1) negative test from a provincial (public) testing site; • One (1) negative test performed at a health facility testing location (HSC, St. B, Grace Hospital, CancerCare Manitoba MacCharles); OR • Two (2) negative self-administered rapid COVID-19 tests, with negative results received 48 hours apart. The date and time of the tests must be recorded. 	Yes	No * test using one of the testing options. Cannot RTW.
2.	Are your symptoms of illness mild and improving?	Yes	No *if new or worsening symptoms – repeat testing. Cannot RTW.
3.	Have you been without fever for more than 24 hours without taking fever lowering medication (e.g. Tylenol, cough/cold medication)?	Yes	No *stay home until without fever for more than 24 hours. Cannot RTW.
4.	Are you feeling well enough to work?	Yes	No *manage as per regular sickness process

If you have responded YES to all questions – you are clear to return to work.

B. For employees who tested COVID POSITIVE and screening to return to work:

1.	Have you completed your self-isolation period as determined by Occupational Health?	Yes	No *complete self-isolation period before screening to RTW. Cannot RTW.
2.	Are your symptoms of illness mild and improving?	Yes	No *Rescreen when symptoms are mild and improving. Cannot RTW.
3.	Have you been without fever for more than 24 hours without taking fever lowering medication (e.g. Tylenol, cough/cold medication)?	Yes	No *stay home until without fever for more than 24 hours. Cannot RTW.
4.	Are you feeling well enough to work?	Yes	No *manage as per regular sickness process
If you have responded YES to all questions – you are clear to return to work.			

FAQ and Scenarios to help Guide Staff and Managers

My Manager is calling me to return to work – I haven't received my test results and I'm still symptomatic.

You are not able to return to work until test results are known and you complete the self-screen.

I have two negative COVID test results, do I need to call Occupational Health or my Manager?

It is not necessary for Occupational Health or your Manager to clear you to return to work. You can use the self-screening tool and screen yourself back in to work.

I developed symptoms of illness, do I need to wait for the nurse to call me back or can I go for testing now?

You no longer need to call Occupational Health if you are symptomatic. Go for testing and report **only a positive** test result to Occupational Health.

I'm done my self-isolation period but still have mild symptoms, can I return to work?

Yes, you are able to return to work if your symptoms are mild/improving and you have not had a fever for 24 hours.

I am done self-isolating, do I need a negative test result to return to work?

We do not require a negative test to return to work – use the screening tool to assess readiness to return to work.

How will I know if I was a close contact at the work place?

St.Amant will no longer be contact tracing. As all employees are fully vaccinated and wearing PPE, the only recommendation is the same as the daily requirement to self-monitor for symptoms, stay home if you become ill and get tested.

I feel at risk not knowing if I've been in contact with someone who is COVID-19 positive at work.

The reality is that the spread of COVID-19 in the community is greater than in the workforce where everyone is wearing PPE. There is no change in behaviour required for staff if there is a COVID case in the workplace. Occupational Health

advice will be to continue working, monitor for symptoms and isolate/get tested if you become sick.

Should I have a booster/vaccine even though I just tested positive/had COVID-19?

Yes, currently Shared Health is recommending that you get our booster one month after you became infected. You can book your appointment with Occupational Health or through any other clinic opportunities in community (RBC Centre, Pharmacy, etc.).

Do I need to use my sick time for isolation?

Please connect with your supervisor for further discussion. We have some [general guidance on COVID related leaves](#) on the intranet.

I am returning from international travel. Can I return to work without isolating?

All staff returning from international travel still need to be screened through Occupational Health before returning to work.

I am returning from inter-provincial travel. Can I return to work without isolating?

Staff returning from inter-provincial travel do not need to be screened through Occupational Health before returning to work. There are no Public Health restrictions related to inter-provincial travel though it is discouraged.

I had close contact with someone who is COVID-19 positive who does not live in my home and I don't have symptoms.

As long as you are not symptomatic you can come to work. If you become symptomatic, stay home and get tested.

A member of my household is COVID-19 positive. I am able to isolate away from them in the home and I don't have symptoms. Can I come to work?

Yes. Please continue to isolate from the household member and connect with your manager. If you become symptomatic, stay home and get tested. For **health-care workers** only: Fully vaccinated, asymptomatic health-care workers who are living in the same household as a COVID-19 positive individual

will be provided with a supply of rapid antigen test kits and will be directed to test at minimum every 48 hours over a ten-day period.

A member of my household is positive for COVID-19 and I'm not able to isolate from them. I do not have any symptoms. Can I come to work?

Yes. Please continue to isolate from the household member and connect with your manager. If you become symptomatic, stay home and get tested. For **health-care workers** only: Fully vaccinated, asymptomatic health-care workers who are living in the same household as a COVID-19 positive individual will be provided with a supply of rapid antigen test kits and will be directed to test at minimum every 48 hours over a ten-day period.

I work from home. Do I need to get tested if I have mild symptoms?

Public Health recommends that people over the age of 40 get tested, however it is up to you. Remember that you cannot enter any St.Amant workspace if you are symptomatic and have not tested. If you decide to be tested and test positive, please let Occupational Health know.

I received a positive result on a rapid test. Do I need to go for a PCR test?

We do not require a PCR test after a positive rapid test.

I talked to Health Links and they are directing me to do something different than is described in this process. What should I do?

We need employees to follow this process. If you have additional questions, please connect with your manager or Occupational Health.

I called Occupational Health and haven't heard back. What should I do?

Occupational Health is prioritizing calls and returning them as quickly as possible. Please be patient and wait for a call back.

How long do I need to isolate for if I test positive?

All staff who test positive need to contact Occupational Health, they will calculate your isolation period.