

## Employees Testing Positive or are Close Contact to a Positive

(Effective January 17, 2022)

If a Tikinagan employee contracts COVID-19 (tests positive on a Rapid or PCR Test) or is a close contact to someone who tests positive for COVID-19 and **transmission or close contact IS NOT WORK RELATED and instead was connected to contact with a relative, friend or other non-work related contact who has tested positive\***:

1. Staff cannot attend a Tikinagan office/facility, use a Tikinagan vehicle, or have in-person contact with staff or clients for 10 days after testing positive or 10 days after last contact with someone who has tested positive. This time period exceeds current provincial guidelines but is in place as extra precaution. Staff person must also follow any additional advice of health officials regarding self-isolation or other restrictions.
2. These staff have the option of working remotely, but if staff are not well enough to work, remote work options are not available for them, or want some time off, they can use sick time or other leave.

If a Tikinagan employee contracts COVID-19 (tests positive on a Rapid or PCR Test) or is a close contact to someone who tests positive for COVID-19 and **transmission IS LIKELY WORK-RELATED because of CONFIRMED in-person contact during the course of their work\*** with a positive Tikinagan staff person, **positive client or other positive work-related contact:**

1. (Same as #1 in above) Staff cannot attend a Tikinagan office/facility, use a Tikinagan vehicle, or have in-person contact with staff or clients for 10 days after testing positive or 10 days after last contact with someone who has tested positive. This time period exceeds current provincial guidelines but is in place as extra precaution. Staff person must also follow any additional advice of health officials regarding self-isolation or other restrictions.
2. Staff who have contracted COVID-19 in the workplace or in performance of their duties, can work remotely, or if they are not well enough to work, can take time off and they can record these hours as regular work time i.e. they do not have to use Sick Time or other leave. For full-time staff working in an AOH or other full time staff for whom there are not any remote working options, for the 10 days (or more if they continue to have symptoms) these staff can record work hours as per their normally assigned schedule/shifts and not be required to use Sick Time or other leave.
3. Staff who are identified as close contacts to someone who is positive in the workplace or in the performance of their duties will be required to work remotely for 10 days after the last contact. For full-time staff working in an AOH or other full-time staff for whom there are not any remote working options, for the 10 days, these staff can record work hours as per their normally assigned schedule/shifts and not be required to use vacation or other leave. However, daily check-in with their supervisor is required.

\*Note: **"Work-related"** applies only when there is confirmed/documented work-related in-person contact with a confirmed positive Tikinagan staff, client, or collateral. If transmission source is unknown it will be considered to be NOT WORK-RELATED.

Source of transmission or close contact*	Work Restrictions	Leave Options
<b>NOT WORK-RELATED</b>	For 10 days after testing positive or 10 days after last contact with a positive: <ul style="list-style-type: none"> <li>- do not enter a Tikinagan office/facility</li> <li>- do not use a Tikinagan vehicle</li> <li>- do not have in-person contact with a client or another Tikinagan employee</li> </ul>	Employee contracts COVID-19 or is a Close Contact but <u>not work-related</u> : <ul style="list-style-type: none"> <li>- Work remotely if able to</li> <li>- if not well enough to work, not able to work remotely or want some time off, use sick time or other leave</li> </ul>
<b>WORK-RELATED</b>	Staff person must also follow any additional instructions/advice from health officials regarding self-isolation or other restrictions.	Employee tests positive for COVID-19 and likely contracted as a result of <u>work-related duties</u> : <ul style="list-style-type: none"> <li>- work remotely if condition permits and remote work options available</li> <li>- take time off as needed but record time as per regular schedule/shifts</li> <li>- use of Sick or other leave not required</li> </ul> Employee is a Close Contact in the course of <u>work-related duties</u> : <ul style="list-style-type: none"> <li>- work remotely</li> <li>- if remote work not possible record time as per regular schedule/shifts</li> <li>- use of Sick or other leave not required</li> <li>- daily check-in with supervisor required</li> </ul>

**\*CLOSE CONTACTS**

While factors that health officials use to identify “Close Contacts” vary, for the purposes of this policy a staff person is a close contact if identified as a close contact by health or pandemic officials. If not contacted by health or pandemic officials, they may be a close contact if they become aware that someone has tested positive with whom:

- they live with in the same home
- they were closer than 6 feet from for 15 minutes or more (at one time or accumulated within a 24 hour period) with or without a mask
- they spent time with in a closed in space for a prolonged period of time (in a home, restaurant, office) with or without a mask.

Staff are encouraged to contact local health officials with questions about how to determine if they are a close contact.