



Memorandum



TO: All Employees

FROM: Health and Safety Department

Cc: City Council

DATE: May 6, 2020

RE: COVID-19 Process Reminder - Coronavirus (COVID-19)

With the nicer weather upon us, people are out and about more, which can lead to us inadvertently letting our guards down. We would like to remind you of the procedures we have in place regarding contact with COVID-19:

When an employee has had contact with someone who has been diagnosed with COVID-19

- The employee is to contact the Porcupine Health Unit that they have come in contact with a confirmed case of COVID-19. The Porcupine Health Unit may also notify the employee that they have been in contact with a confirmed case.
- The employee will contact Paula Del Guidice in the Health and Safety Department at 705-360-2600 x2388 to advise that they have been identified to have been in possible contact with COVID-19.
- The employee will self-isolate for a period of 14 days before returning to work provided they have not developed any symptoms.
- If symptoms develop, the employee will notify the Porcupine Health Unit and Paula Del Guidice in the Health and Safety Department immediately.
- The Emergency Response Team (ERT) will determine if there is immediate need for action, including interruption of operations, assessment of the crew or team, or risk mitigation resulting from potential exposure.

When an employee is suspected of having contracted COVID-19 (Testing completed, waiting on results, or household contact is being tested)

- The employee will contact Paula Del Guidice in the Health and Safety Department at 705-360-2600 x2388 to advise that they have been tested for COVID-19.
- The employee will self-isolate until such time as testing results have been received.
- When the employee receives testing results, they will contact Paula DelGuidice in the Health and Safety Department and advise her of the results.
- If the employee tests negative for COVID-19, and is still symptomatic, they will remain in self-isolation until their symptoms have resolved and they are symptom free for a period of 24 hours.
- The employee is to contact Paula Del Guidice in the Health and Safety Department once they are symptom free for 24 hours.

When the employee tests positive for COVID-19

- The employee will be notified by the Porcupine Health Unit that they have tested positive for COVID-19.
- The employee will contact Paula Del Guidice in the Health and Safety Department at 705-360-2600 x2388 to advise that they have tested positive for COVID-19.
- The employee will immediately follow the self-isolation direction received from the Porcupine Health Unit.
- The Health and Safety Department (Paula Del Guidice) will immediately notify the Emergency Response Team (ERT) of the positive result.
- The Emergency Response Team (ERT) will determine if there is immediate need for action, including interruption of operations, assessment of the crew or team, or risk mitigation resulting from potential exposure.
- The Health and Safety Department will assist the Porcupine Health Unit in identifying contacts of the confirmed case.