

SUPERVISOR STEP-BY-STEP GUIDE:

WHEN AN EMPLOYEE MAY HAVE BEEN EXPOSED TO COVID-19

When a supervisor is informed that an employee feels they have been exposed to COVID-19 or may have symptoms related to COVID-19, it is recommended that they take the following steps:

- a) ***If the employee is in the workplace at the time, the supervisor should ask the employee to go home and to seek appropriate medical advice.***
- b) ***Advise the employee to contact Public Health and follow their direction.***
- c) ***Approve the employee's leave of absence, as per the [Supervisor Guide](#).***
- d) ***Notify the University's Occupational Health Nurse.***

Notify the University's Occupational Health Nurse, Rachael Byrne, via email at byrner1@mcmaster.ca for University tracking purposes, and provide the following information:

- Name of employee,
- Department name,
- Physical work location of employee (including building name, office number), and
- Date that employee received confirmation of positive case of COVID-19 by Public Health, if known.

The University will soon have an online reporting tool available for this purpose. Once that is available, the above email will not be required.

e) ***Request cleaning of work area***

Once symptomatic, all surfaces that the employee has come into contact with must be cleaned.

Public areas where a symptomatic person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.

Supervisors must request a prompt and enhanced cleaning of the work area:

- For the Health Sciences Centre (located within MUMC), please contact the Faculty of Health Sciences Corporate Services Office at fhscorps@mcmaster.ca for additional cleaning services.
- For central campus locations with the exception of the Health Sciences Centre, contact Facility Services at ext. 24740 and provide the following information:
 - Department Name
 - Physical work location of employee (including building name, office number)
- For locations other than those in a) and b) above, contact your building cleaners, or contact Facility Services at ext. 24740.

f) **Information Sharing**

Public Health actively engages in contact tracing and case management to identify and contact anyone who came into direct contact with the individual. Public Health may be in contact with you or employees directly.

g) **Follow Public Health Directives**

When there is a positive case of COVID-19, Public Health actively engages in contact tracing and case management to identify and contact anyone who came into direct contact with the individual. They may be in contact with others in the workplace, supervisors are to follow any direction from Public Health and ensure employees are provided with adequate workplace supports.

Preventative Measures

Encourage and support key preventative measures including social distancing, staying home when ill, frequent hand hygiene, and cough and sneeze etiquette

Social distancing

Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. This means making changes in your everyday routines to minimize close contact with others, including:

- avoiding non-essential gatherings
- avoiding common greetings, such as handshakes
- avoiding crowded places
- limiting contact with people at higher risk like older adults and those in poor health
- keeping a distance of at least 2 arms-length (approximately 2 metres) from others