**Saskatoon CommUNITY Commitment Post Infection Plan Template**

**How to use this template (delete this section when you have completed your adaptation):**

* Read the content carefully to ensure it is applicable to your business. If not, consider what you need to replace. It may even be helpful to print it out and circle/cross things out.
* It is important that once you put your name on this document that it is fully applicable to your business. For example, if you don’t have a sick policy, replace this part with how you deal with employees who are sick or need to isolate. This document could be audited by government inspectors so you must be able to demonstrate that you can do everything you say you will.
* You may want to review the [OH&S requirements for an exposure control plan](https://www.worksafesask.ca/covid-19/conducting-a-hazard-assessment-and-developing-an-exposure-control-plan/) before deleting anything, to ensure you are not removing something that is a regulatory requirement
* Anything *italicized and highlighted in yellow* is required to be updated, but other content may also need to be updated as per your existing procedures.

***(Insert Business Name)* COVID-19 Post Infection Plan**

**Introduction**

This document sets out a procedure to be executed following Public Health confirmation that a member of the *(Insert Business Name)* team has tested positive for COVID-19 (the **“Infected Individual”**) and has been to work while potentially contagious (an “**Infection Event**”).

This document outlines the process *(Insert Business Name)* must follow after being made aware of an Infection Event. This document also provides post-Infection Event cleaning and disinfection guidelines to ensure staff and visitor safety when operations recommence following a brief closure of affected areas.

This document was last updated on *(Insert Date).*

**Definitions**

**Close Contact** - A close contact is someone with whom you have had prolonged (more than 15 minutes) contact at a close distance (within two metres) and without personal protective equipment, such as a non-medical mask. A close contactis also someone with whom you have shared eating utensils or drinking cups. Anyone living in the same home is considered a close contact. (Definition from Saskatchewan Health Authority)

**COVID-19 Symptoms** – Symptoms of COVID-19 may include fever, cough, headache, muscle and/or joint aches and pains, sore throat, chills, runny nose, nasal congestion, conjunctivitis, dizziness, fatigue, nausea/vomiting, diarrhea, loss of appetite, loss of sense of taste/smell, shortness of breath, difficulty breathing. (List from Government of Saskatchewan)

**Outbreak** – In a non-household setting, an outbreak is confirmed when two or more people test positive for COVID-19. (Definition from Government of Saskatchewan)

**SHA** – Saskatchewan Health Authority

**Standard Operating Procedures**

*(Insert Business Name)*’s COVID-19 Exposure Control Procedures *(you likely call these procedures something different – update throughout the document as necessary)* have been developed such that close contact is unlikely to occur during day-to-day operations. Nonetheless we recognize that this does not guarantee elimination of all transmission risk and there may be some circumstances where close contact inadvertently occurs.

*(Insert Business Name)*’s (*COVID-19 Exposure Control Procedures)* can be found in the following document: *(insert document name, append to this document, or treat this as an appendix to your procedures and remove this statement).*

*(Insert Business Name)* makes every effort to ensure that employees who may need to isolate are supported through our Sick Policy *(if you do something different here, remove “sick policy” and insert applicable information)*. Reasons for isolation may include but are not limited to: developing symptoms of COVID-19, being identified as a close contact of someone with COVID-19, waiting for results of a COVID-19 test, testing positive for COVID-19, returning from travel, or caregiving for a child who is required to isolate due to these reasons. The Sick Policy *(insert other program if applicable)* is regularly communicated to all employees and it is an expectation that they do not come to work if feeling any symptoms of COVID-19 or when required to isolate.

*(Insert Business Name)* keeps a list of customer information (date, name, approximate time in business, phone number) that can be supplied to Public Health for contact tracing purposes. *(delete this if you don’t do it; but note that many businesses are now required to do this as per the Public Health Order)*

**Post-Infection Procedures**

The following steps are based on the best information available at time of writing this document. **The** [**COVID-19 Workplace Contact Notification Toolkit**](https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-information-for-businesses-and-workers/covid-19-workplace-toolkit) **and any guidance received from Public Health shall be followed and supersede this document as necessary.**

If an Infection Event occurs, the following steps are to be taken:

1. **Communication of COVID-19 Infection or Need for Isolation**

* In the event that a staff member is required to begin self-isolation, either per guidance from the SHA or self-identifying as a close contact, the staff member will self-isolate and promptly seek applicable additional medical attention. The staff member will promptly inform *(insert position of whoever they need to report this to).*
* The staff member will be supported through *(Insert Business Name)*’s Sick Policy *(update as necessary)* as they seek testing and are required to isolate.
* If a positive COVID-19 test is reported by the staff member (Infected Individual), proceed through the following steps. Close contacts are usually required to self-isolate for 14 days even if their test result is negative, as per SHA guidance.
* It is possible that the Infected Individual will be anonymously identified by Public Health either due to staff privacy concerns, or if the case was a customer. If this is applicable, Public Health will provide guidance, as necessary.

1. **Workplace Exposure Assessment Following an Infection Event**

* After being notified of an Infection Event where the identity of the Infected Individual is known, Public Health will require the following information from *(Insert Business Name)* to proceed with contact tracing:
  + dates/times that the Infected Individual was at work while infectious,
  + areas the Infected Individual was in during the infectious time frame for more than 15 minutes with other people present, and
  + a list of people who may have been within 2 metres of the Infected Individual for at least 15 minutes (close contacts).

1. **Staff Notification Following an Infection Event**

*(This section will be highly dependent on the communication protocols you use at your business as well as Public Health guidance. The bullet points are provided as a suggestion but ensure you update this section as applicable to your existing protocols.)*

* Inform staff promptly about the Infection Event. Do not share the identity of the Infected Individual unless they have given permission to do so. To ensure consistent messaging, use the *General Exposure Notification Letter template* linked in the References section of this document.
* Staff who are identified as close contacts are to receive a Close Exposure Notification Letter. Use the *Close Exposure Notification Letter template* linked in the References section of this document.
* Staff who receive a Close Exposure Notification Letter must immediately self-isolate and call 811 for further guidance.
* If the Infected Individual has not been identified, follow the guidance of Public Health.
* *(If possible, otherwise delete statement)* Encourage employees who can perform their duties from home to do so for at least 14 days following the Infection Event.

1. **Public Messaging Following an Infection Event**

* Consider public messaging regarding the Infection Event. Public messaging should clearly differentiate between work acquired and non-work acquired cases but must not identify the Infected Individual. If the Infection Event has been identified as an outbreak, it will be publicly listed on the Government of Saskatchewan’s list of COVID-19 Active Outbreaks. *(It is recommended that you have a draft of this communication created prior to an Infection Event occurring. If you do this, include the reference here, or append to the document.)*
* If it is possible that any customers had close contact with the Infected Individual, Public Health will assist in determining the response and perform contact tracing.
* *(Insert any additional communication preferences here such as social media posting, etc.)*

1. **Closure and Disinfection Requirements Following an Infection Event**

* If aware of the areas that the Infected Individual used (“affected areas”), close them off. *(It is not necessary to close the entire business if the Infected Individual was isolated to a specific area of the building, but this may be a choice you make to ensure better perception of safety. If so, update bullet point as necessary.)*
* Ventilate the affected areas as much as possible. This may include opening windows or running ventilation fans. If the HVAC system is simply recirculating indoor air, turn this off if possible. *(You can tailor this statement to match the way your HVAC system works.)*
* Wait at least 3 hours after ventilating to return to the affected areas to clean and disinfect. It is preferable to wait 24 hours, especially if it is not possible to ventilate.
* Clean and disinfect all areas and high touch points used by the Infected Individual, following the Re-Open Saskatchewan Environmental Cleaning and Disinfection Guidelines. *(If you are going to require the staff who clean to wear PPE for this task, outline it here. At very least it is a good idea to wear clothing that does not have to be removed over ones’ head, such as a zip-front sweatshirt, and wash it immediately after completion of cleaning and disinfecting. N95 respirators are not necessary, and people should not be using them if they have not been trained and fit tested.)* If vacuuming, ensure the vacuum is equipped with a HEPA filter.
* If it has been more than 7 days since the Infected Individual used the affected areas, it is not necessary to perform additional cleaning and disinfection.

1. **Reopening Following an Infection Event**

* *(Insert Business Name)* may reopen following completion of post-infection cleaning and disinfection.
* All staff who were not required to self-isolate shall self-monitor for 14 days from the date of the reported Infection Event. It is recommended that staff perform daily temperature checks if possible and use the Government of Saskatchewan COVID-19 Self-Assessment Tool to self-screen prior to work.
* The Infected Individual will be cleared to return to work by Public Health when they are classified as “recovered”. This is usually 14 days after the onset of symptoms, provided they no longer have a fever and symptoms have improved, but may be longer.

1. **Workplace Transmission Follow-Up**

* If the Infection Event involved a workplace transmission (employee-employee or customer-employee transmission), perform an investigation to determine how and why the transmission occurred. Consider whether the (*COVID-19 Exposure Control Procedures)* need to be updated with additional controls, or if a new risk has been identified that was not previously assessed. Document the investigation findings and the corrective actions taken as this may be requested by SHA inspectors.
* Do not identify the Infected Individual by name in any Infection Event follow-up documentation, such as an investigation report.
* If the Infected Individual contracted COVID-19 at work, notify the Saskatchewan Workers’ Compensation Board *(or whoever you use for insurance, update as applicable, or delete this statement if you don’t use any of this)*.

**References**

9 Mile Legacy Post-Infection Event Procedures, December 2, 2020 version

Centers for Disease Control and Prevention – Cleaning and Disinfecting – Cleaning and Disinfecting Your Facility (Steps When Someone is Sick), updated July 28, 2020, retrieved December 3, 2020 from <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Government of Saskatchewan – COVID-19 Active Outbreaks, retrieved December 3, 2020 from <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/latest-updates/covid-19-active-outbreaks>

Government of Saskatchewan – COVID-19 Role of Public Health in Case and Contact Follow-Up: Q&A For Employers. Retrieved December 4, 2020 from <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/public-health-measures/workplaces>

Government of Saskatchewan – COVID-19 Workplace Contact Notification Toolkit. Retrieved December 16, 2020 from <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-information-for-businesses-and-workers/covid-19-workplace-toolkit>

Government of Saskatchewan – COVID-19 – Self Assessment Tool. Retrieved December 7, 2020 from <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-self-assessment>

Government of Saskatchewan – Re-Open Saskatchewan Environmental Cleaning and Disinfection Guidelines, retrieved December 3, 2020 from <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines>

Saskatchewan Health Authority – Who is a close contact? September 23, 2020. Retrieved December 3, 2020 from <https://www.saskhealthauthority.ca/news/stories/Pages/2020/September/Who-is-a-close-contact.aspx>

Tourism Saskatoon Post-Infection Event Procedures, December 2, 2020 version

WorkSafe Saskatchewan – Conducting a hazard assessment and developing an exposure control plan. Retrieved December 7, 2020 from <https://www.worksafesask.ca/covid-19/conducting-a-hazard-assessment-and-developing-an-exposure-control-plan/>

Sample letters for **General Exposure Notification** and **Close Exposure Notification** can be downloaded from:

<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/covid-19-information-for-businesses-and-workers/covid-19-workplace-toolkit/sample-communications>