**Instructions for COVID-19: Assessment, Testing & Results Reporting Guide** has been created to walk you through the various scenarios around COVID-19 testing and self-isolation. These FAQs are meant to supplement this important Risk Assessment.

**While awaiting direction from Alberta Health Services (AHS) regarding a COVID-19 test, should an employee come to work or self-isolate?**

The first step of determining if someone should be at home self-isolating is always to complete the online COVID-19 Self Assessment from Alberta Health Services (AHS). The Self-Assessment will give clear direction as to if the individual requires a follow up with AHS Health Link (811). There are a few general rules to determine if an employee should self isolate while they wait for direction from AHS - if they travelled outside of Canada, if they have symptoms or have been in close contact with a confirmed case. See the Risk Assessment for Supervisors in the COVID-19 Employee Guide for more information.

**NOTE:** Anyone who is self-isolating while they wait for direction from AHS who is feeling well is encouraged to work with their supervisor to work from home. See the Work from Home Arrangement in the COVID-19 Employee Guide.

**What to do when waiting for a COVID-19 test result?**

Anyone who is waiting for a COVID-19 test or test result who is not hospitalized should self-isolate until they have received a phone call from AHS with the results of their test. Individuals waiting for a test or test result should not visit any other healthcare facilities, including outpatient imaging or labs unless they are being admitted to hospital. They may work from home with approval from their supervisor if they are feeling well while they wait, and can return to their usual activities when advised to do so by AHS. Supervisors are required to report the result of COVID-19 test results.

**One of my employees tested positive for COVID-19. What do they do now?**

If an employee’s test results for COVID-19 are positive, they MUST continue to **self-isolate**.

- Individuals who test positive for COVID-19 are legally required to self-isolate for at least 10 days from the time their symptoms start to the time they have resolved (whichever is greater).
- Self-isolation can help prevent the spread of COVID-19 by lowering the chance the virus could spread to others.
- Self-isolation means to avoid situations where they could infect other people such as through social gatherings, work, school/university, child care, athletic events, faith-based gatherings, health care facilities and public transportation.
- The employee must remain on their own property during their isolation. Under no circumstance should they leave their property during the 10 days of self-isolation.
- If you live in an apartment building or highrise, you must stay inside and cannot use elevators or stairwells to go outside. If your balcony is private and at least 2 metres away from your closest neighbors, you may go outside on the balcony.
One of my employees tested positive for COVID-19. Should the rest of my team self-isolate and get tested?

When an employee tests positive for COVID-19, Alberta Health Service (AHS) will reach out to all persons identified as “close contacts”. This identification process is done through assessment with the employee, getting an understanding of the nature of the work environment and any close contact interactions. This assessment by AHS will determine if any specific co-workers are considered to be a close contact. If self isolation and/or testing for any employees is needed, AHS will contact and direct them accordingly. If an employee has not been contacted by AHS they were not identified as being at risk.

My employee has a family member/household contact at home self-isolating, do they also need to self-isolate?

- If the household contact is a confirmed case, household contacts will also need to self-isolate for 14 days.
- If the household contact is a probable* case, household contacts will also need to self-isolate until the swab results come back for the household contact.
- If the household contact is symptomatic, but no travel history or contact with a confirmed case, other members of the household do not need to self-isolate. However, precautions should be taken within the house and self isolation guidelines should be followed.

*probable case means that the person is symptomatic and is either linked to a confirmed case or meets the exposure criteria.

What steps are taken after the City of Edmonton is informed by AHS that an employee is a confirmed COVID-19 Case?

When an employee tests positive for COVID-19, AHS will immediately assess who else may be impacted and will immediately reach out to all persons identified as “close contacts”.

This assessment by AHS will determine if any specific co-workers are considered to be a close contact, as described above. If self isolation and/or testing for any other employees is needed, AHS will contact and direct them accordingly. In addition, the City of Edmonton will collaborate with AHS and the area Supervisor to identify all work areas that will then be immediately cleaned and disinfected. If other employees have not been contacted by AHS, they are not at risk.

One of my employees was self-isolating while awaiting results of the COVID-19 test. The test is negative - can they return to work?

AHS will be in contact with the employee to advise them of their results and provide further direction. They can be cleared to return to work if the following criteria is met:

- If you are NOT a contact of a known case of COVID-19 AND have NOT returned from travel outside of Canada AND are NOT a close contact of an ill person who has returned from travel outside of Canada within the last 14 days, you are not required to self isolate. However, you must be symptom free for at least 48 hours prior to returning to work.
- If the employee has travelled outside of Canada or has been in contact with a confirmed case of COVID-19 and they have self-isolated for 14 days and have no symptoms.

One of my employees tested positive for COVID-19. How can I support the rest of my team? What should I say?

Please review the Employee Guide and help to answer any questions the employee may have around COVID-19, the City resources that are available, and how they can protect themselves.
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**Key message:** If you have not heard from AHS you are not at risk.

One of my employees tested positive for COVID-19, other members of my team now want to self-isolate. Is this allowed?

It may not be required for others in the workplace to self-isolate after a positive COVID-19 test of a co-worker.

When an employee tests positive for COVID-19, Alberta Health Services (AHS) will reach out to all persons identified as a “close contact”. Only AHS performs this assessment and identifies the close contacts. This identification process is done through assessment with the employee and getting an understanding of the nature of the work environment. This assessment by AHS will determine if any specific co-workers are considered to be a close contact. If self isolation and/or testing for members of the team is needed, AHS will direct them accordingly. If an employee has not been contacted by AHS, they were not identified as being at risk.

**One of my employees tested positive for COVID-19. Could there be more employees currently infected but not symptomatic?**

Employees should always be self-monitoring and taking appropriate infection prevention control measures as listed in the Employee Guide.

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**Key message:** if you have not heard from AHS, you are not at risk.

**One of my employees tested positive for COVID-19, how can I protect their privacy while still continuing to communicate regularly with the rest of my team?**

During the COVID-19 response, individuals are self-isolating for many reasons and will not always be a positive case for COVID-19. Supervisors are not required to and should not disclose to others at the workplace information about another employees absence. Co-workers should respect the employee’s privacy and should not share any information regarding the employee to others. Speculation regarding the identity of the employee should be avoided and gossiping about those who are off work for any reason would be considered a breach of our Respectful Workplace Directive.

I have an employee who was informed by AHS to self-isolate because one of their family members tested positive. Should the co-workers of the employee also self isolate?.

In this scenario contacts (co-workers in this case) of close contacts (family members being asked to self isolate) to the positive test are not at risk unless contacted by AHS.
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