



# Supervisor Instructions for COVID-19 Assessment, Testing and Results Reporting Guide for Supervisors

Ver: 8.0 Updated: June 3, 2020 5 p.m.

This document will guide supervisors in situations where they have employees who are concerned they may have come into contact with COVID-19.

Anyone concerned that they are at risk of having contracted COVID-19 should immediately complete Alberta Health Services' (AHS) [COVID-19 Self-Assessment](#) before contacting Health Link at 811, unless they have any of the following symptoms in which case they should call **911** immediately.

- Difficulty breathing;
- Severe chest pain;
- Feeling confused;
- Have lost consciousness; or,
- Having a very hard time waking up

Employees must complete the AHS [COVID-19 Self-Assessment](#) / [COVID-19 Self-Assessment for Health Care Workers/First Responders/Enforcement Officers/Shelter Workers](#) when:

- Showing [symptoms](#) like: fever, cough, shortness of breath, or sore throat
- Travelled to anywhere outside of Canada and have since returned home;
- Had [close contact\\*](#) with a confirmed or probable case of COVID-19; and,
- Had [close contact\\*](#) with a person with acute respiratory illness who has travelled anywhere outside of Canada within 14 days prior to illness onset.

Employees reporting to work at the Expo Center are required to complete the Fitness for Work Self-Screening Questionnaire each day to ensure they are not in a position to put themselves or others at increased risk of contracting COVID-19.

If an employee has chronic health conditions that may resemble symptoms of COVID, such as allergies, chronic cough, bronchitis etc., it is important they complete the AHS [COVID-19 Self Assessment](#) tool. They may be advised to be tested for COVID-19. If the result is negative they will be able to return to work after they have been home without symptoms for at least 48 hours.

**NOTE:** All Albertans who have [associated symptoms](#) must stay at home (self-isolate) for a minimum of 10 days from when the symptoms presented, or until the symptoms resolve, whichever is longer. Effective April 14, AHS has adjusted COVID-19 testing protocol to include anyone experiencing symptoms consistent with COVID-19, including cough, fever, shortness of breath, runny nose or sore throat.

## **Steps After Completing the COVID-19 Self-Assessment**

1. If the [COVID-19 Self-Assessment/COVID-19 Self-Assessment for Health Care Workers/First Responders/Enforcement Officers/Shelter Workers](#) directs the employee to be tested for COVID-19, have them contact Health Link (811) immediately to arrange testing, and send the employee home to begin [self-isolation](#) if you have not done so already.
2. Review the [COVID-19 Employee Guide](#) for more information about [Work From Home FAQ](#) and [Employee Compensation and Leave FAQ](#) as required to accommodate the employees mandatory self-isolation period while they await testing and results.

3. Supervisors are to report the results of the COVID-19 tests using the confidential reporting process in place.
4. See [FAQ - Positive and Negative Tests](#) for more information about how to proceed once results have been received.

**NOTE:** It is common for employees to think they have COVID-19 when they are told by a doctor that they have 'COVID-19 like symptoms' without actually being diagnosed using the nasopharyngeal swab. The Supervisor must confirm with the employee that this completed swab was a COVID-19 specific test and the result was communicated directly by AHS before reporting the result to COE.

Employee Obligations	
Pre-COVID-19 Testing	Post-COVID-19 Testing
Complete the AHS Self-Assessment and follow up with Health Link and complete COVID-19 testing as directed. Notify Supervisor if directed by AHS to be tested for COVID-19.	Continue to self-isolate at home if directed by AHS Health Link to do so.
Inform immediate supervisor as soon as AHS has directed COVID-19 testing.  Self-isolate at home while awaiting appointment for COVID-19 testing.	Inform their direct Supervisor immediately following their COVID-19 test with the outcome of the test no matter if it is positive or negative.

Supervisor Obligations	
Pre-COVID-19 Testing	Post-COVID-19 Testing
Actively monitor and manage their employees' well-being and work absences.	
Refer to the <a href="#">COVID-19 Employee Guide</a> for new information and updates, and to assist with answering day-to-day questions and concerns from employees about COVID-19.	
Follow directions outlined in the <a href="#">COVID-19 Test Results Supervisor FAQ</a> , for managing employees reporting to work both before and after COVID-19 testing, and while the employee is awaiting COVID-19 test results.	
Report the scheduled COVID-19 test when the employee has been directed by AHS to test	Report the results of the COVID-19 test as soon as the employee advises of their test result (complete for both positive and negative results). After the test result has been submitted, the intake process is concluded.

**For Additional Information, please contact:**

AHS Health Link	<a href="#">Health Link</a>	811
Occupational Health Nurses	<a href="mailto:ehsnurses@edmonton.ca">ehsnurses@edmonton.ca</a>	780-496-7852 or 780-496-7853