

COVID-19 Contact Tracing & Employee Self-Isolation

When a case of COVID-19 is confirmed by lab testing, AHS' Public Health department contacts the confirmed individual and provides them with direction to self-isolate.

AHS Public health then works with the individual to determine who they have been in contact with since their symptoms started. This identification process also includes getting an understanding of the nature of the individuals 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.

AHS then directly contacts any individual considered exposed to confirmed cases. These individuals are asked to self-isolate and be tested for COVID-19. This is called contact tracing, and is done in response to each case of positive COVID-19 cases . Only those individuals contacted directly by AHS are considered exposed to any case. If you are not contacted directly by AHS, you are not considered exposed. If you have been in contact with a contact of a confirmed case, there is no need to self isolate unless advised by AHS through the contact tracing process.

When do we need to self-isolate

If you have returned from travel outside of Canada or have been in close contact with a known case you MUST self-isolate for 14 days following your return/exposure and monitor yourself for symptoms.

If you have symptoms including fever, cough, shortness of breath, difficulty breathing, sore throat or runny nose, you MUST self-isolate for 10 days after the onset of symptoms and until your symptoms have resolved (whichever is longer).

A household contact/family member is self-isolating:

- 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.

For more information see the [Positive & Negative Test FAQ](#).

Employee Testing

The City has a centralized tracking of employee COVID-19 testing and test results for COVID-19. This will help us identify and track internal cases to ensure we can respond and take immediate action as needed, including providing appropriate support to the business area where the employee works.

As indicated in the COVID-19 Guide, all employees are required to inform their immediate supervisor if they are directed by AHS to take a COVID-19 test and the result of the test. The supervisor is then asked to complete the COVID-19 Employee Testing Intake Form. The form will collect supervisor information, employee department, branch, and work location and status of test and test results. An employee may be directed by AHS to go for COVID-19 testing if they have been in close contact with a confirmed case, directed by public health, travel history, or based on symptoms. Those employees that go for “asymptomatic” testing, do not have to have their COVID-19 results reported in the intake form, unless the test is positive.

The collected data is highly confidential, will have limited access and will be managed by the Occupational Health Nurses and Disability Management within the Workforce Safety and Employee Health. This will ensure confidentiality and appropriate follow up and support, as needed.