

December 14, 2020

COVID-19 POSITIVE CASE: SUPERVISOR CHECKLIST COMMUNICATIONS TOOLKIT

Purpose: The COVID-19 Positive Case: Supervisor Checklist is a tool created to formalize and document the existing process in place to assess the risk of workplace transmission after a positive COVID-19 test has been confirmed. This toolkit will help you understand how and when to use the supervisor checklist, answer your frequently asked questions, and act as a resource for where to find more information.

Audience: Supervisors, Leadership, Frontline Safety Professionals, Employees

Process:

The City of Edmonton has 3 tools relating to the management of employees who are symptomatic and employees who have positive cases of COVID-19. These tools should be actioned in sequence.

1. [COVID-19 Pre-shift Screening Checklist](#) - The pre-shift screening checklist is to be completed daily prior to coming into work or onto a job site to establish fitness to attend work. If an employee answered YES to any of the screening questions, they need to contact their supervisor and a COVID-19 test should be scheduled by the employee.
 - a. [Rapid Response Process](#) - If an employee develops symptoms of COVID-19 while at work, they should notify their supervisor and the Rapid Response Process should be used to take immediate action by the Supervisor.
2. [COVID-19 Employee Intake Form](#) - Supervisors must fill out this form if they have an employee who will be tested for COVID-19. The test result status is to be updated when a test is directed and once the test results are obtained.
3. [COVID-19 Positive Case: Supervisor Checklist \(sample\)](#) - If an employee has a positive test, the supervisor must complete this checklist to ensure further risk mitigating steps are taken in the workplace. A live version of the checklist will be generated and sent via email to the Supervisor after they complete the COVID-19 Employee Intake Form.

Frequently Asked Questions (FAQs):

Who is responsible for filling out the COVID-19 Positive Case: Supervisor Checklist?

The employee's direct supervisor is responsible for completing the COVID-19 Positive Case: Supervisor Checklist. The link to the form will be provided following submission of a positive result on the Employee Intake Form. The supervisor will then fill out sections 1-5 of the checklist in collaboration with the employee, the OH&S representative of the area and Disability Management, as needed.

Why are we conducting our own contact tracing? Isn't this the role of Alberta Health Services?

The safety of our employees and citizens visiting City facilities is our top priority. By collecting workplace details and information of an incident, it allows us to take precautionary and risk mitigating steps given that Alberta Health Services is now focused on contact tracing for priority groups.

Who am I allowed to share the checklist with?

Only those supervisors or managers directly involved in supervising the employee(s) involved in the positive case and partners from Workforce Safety and Employee Health and Legal Services supporting the process will have access to the document.

What information can I share?

Employee names cannot be shared with employees or in any communications. Depending on the severity of the incident, a communications plan may be developed for the worksite. If warranted in the circumstances, ELT may be notified of the incident by WSEH. An Issues Briefing to Council may be required if there is a risk to the public. These communications will be done collaboratively with the supervisor and the Director of the area.

Who can I contact if additional communications are required?

If a positive case poses a potential risk to the public an Issues Briefing to ELT and/or Council may be required. A list of communications contacts and the areas they are responsible for can be found [here](#).

Who can I contact to arrange for contact area cleaning and disinfecting?

You can contact your existing custodial service provider as they are well trained in providing the correct cleaning, sanitizing and disinfecting procedures for the area. For a list of who to contact, [click here](#).

Key Messages:

- The checklist was created to formalize and document the existing process in place to assess the risk of workplace transmission after a positive COVID-19 test has been confirmed.
- The COVID-19 Confirmed Case Supervisor Checklist guides the supervisor through the questions that are required to collect information on a positive test.
- It is also used to ensure the proper communication of the events are escalated to the appropriate management supervisor, ELT and Council depending on the event.
- The supervisor will work closely with Occupational Health and Safety and the Disability Management team to ensure a fluid transition of information and one source of data collection.

Department and Branch Leadership Teams

- The checklist is a tool created to formalize and document the existing process in place to assess the risk of workplace transmission after a positive COVID-19 test has been confirmed.
- The COVID-19 Confirmed Case Supervisor Checklist leads the supervisor through the questions that are required to collect information on a positive test.
- A complete checklist establishes that proper documentation and communication of events have taken place to ensure safety of the employee and employees at the work site (including proper cleaning, sanitizing and disinfection).
- Completing the checklist is mandatory and the document and its information is to be shared only with those directly involved.

Supervisor/Managers

- The direct supervisor of the employee is responsible for promoting and ensuring daily use of the COVID-19 pre-shift screening checklist, using the rapid response procedure when required, and for filling out the employee intake form when an employee has a COVID-19 test and results are returned, and for completing the COVID-19 Positive Case: Supervisor Checklist.
- If assistance is required completing any of the above, including the Positive Case: Supervisor Checklist, Supervisors can reach out to the OH&S representative in their area or one of the Senior Disability Management Consultants.

Front line workers - End user (Pre-shift screening and rapid response process)

- All employees working at City of Edmonton sites are required to complete a pre-shift screening prior to starting their shift.
- If an employee answers YES to any of the screening questions they MUST contact their supervisor for further direction on how to proceed.
- If an employee develops symptoms of COVID-19 while at work, they need to put on a mask and physically distance while reporting it to their supervisor and leaving the work site.
- The supervisor will reach out to the employee to ensure they can get home safely and will follow up with direction on next steps.

Health & Safety Professionals

- The checklist is a tool created to formalize and document the existing process in place to assess the risk of workplace transmission after a positive COVID-19 test has been confirmed.
- The COVID-19 Positive Case: Supervisor Checklist leads the supervisor through the questions that are required to collect information on a positive test.
- The onus is on the supervisor to complete the checklist, however, you will assist the supervisor with providing guidance on areas that may need to be sanitized, aspects of contact tracing with the work group (usually 2 days before symptoms started) and what to include in communications.
- Disability Management is able to assist with following up with the employee as necessary to gather information about a medical matter or offer further supports to the employee.

Appendix:

Cleaning Contacts

Depending on the areas requiring cleaning, the following contacts will be used as appropriate:

Location	Name	Phone Number
Century Place, Chancery Hall, City Hall	Clint Bilhete	780-496-5407
Edmonton Tower	Mark Boyd	780-496-6565
LRT & Transit Centres (Facilities)	Clint Bilhete	780-918-7716
LRT Trains - D.L Macdonald	Faird Abid	780-288-8208
Transit Garages - Buses	Gary Weselak	780-886-7110
EPS Sites	Gus Settingiano	780-868-0946
Waste Management	Fatuma Osman	780-819-2848
Libraries	Barbara Cieslik	780-499-0375
Recreation Centres	Clint Bilhete	780-496-5407
Integrated Sites/ Misc Facilities/ Fire	Barbara Cieslik Steve Dodd Fatuma Osman Zoltan Krassay Clint Bilhete	780-499-0375 780-496-6766 780-819-2848 780- 991-3013 780-496-5407

Communications Contacts

Area	Name	Number
Integrated infrastructure services	Alison Turner	780-496-1553
Integrated infrastructure services	Paul Hanlon	780-777-4705
UFCSD	Pamela Hnytka	780-442-1507
UFCSD	Anne Harvey	780-220-2642
Citizen Services	Geoff Grimble	780-218-4098
City Operations	Kimberly Brunelle	780-496-7956
City Operations	Priya Bhasin-Singh	780-495-1933
City Operations	Justin Townell	780-496-2853
City Operations	Anisha Seth	780-442-1448
Financial and Corporate Services	Lori Yanish	780-554-3763
Financial and Corporate Services	Linda Murphy	780-496-7074
Employee Services	Melissa Lovatt	780-719-0544
Employee Services	Linda Murphy	780-496-7074
Reputation and Brand	Geoffrey Driscoll	780-496-8259

REFERENCE: The [COVID-19 Positive Test Results and Communications Process](#) outlines the steps that the City of Edmonton takes when they learn of a positive COVID-19 test result.