COVID-19 DECISION MATRIX

For the purpose of this document, the term employee refers to staff/physician/learners/volunteers/contractors.

For the purposes of this document, “Fully Vaccinated” is defined in accordance with MOH Guidelines on COVID-19 Fully Vaccinated Status in Ontario, as follows;

- The full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines,
- One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, or
- Three doses of a COVID-19 vaccine not authorized by Health Canada; and
- They received their final dose of the COVID-19 vaccine at least 14 days ago.

High Risk Close Contact Definition (Ottawa Public Health)

Occupational Health Contact Information

- Call Occupational Health Monday-Friday 8-4pm
- OHSS Ottawa x6112
- OHSS Brockville x2222

After-Hours Manager

- Ottawa x6951
- Brockville x2494

*All staff PCR test results must be sent to OHSS@theroyal.ca for Ottawa or BMHC-OHSS@theroyal.ca for Brockville.*
<table>
<thead>
<tr>
<th>SCENARIOS</th>
<th>EMPLOYEE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCENARIO #1</strong></td>
<td>✅ Stay home and <em>Self-Isolate</em>&lt;sup&gt;*&lt;/sup&gt;</td>
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<tr>
<td>EMPLOYEE REPORTS SYMPTOMS CONSISTENT WITH COVID-19 OR</td>
<td>✅ Go for PCR testing as soon as possible.</td>
</tr>
<tr>
<td>EMPLOYEE IS A HIGH-RISK CLOSE CONTACT AND SYMPTOMATIC</td>
<td>✅ If PCR test negative and you have no fever and symptoms are improving</td>
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<tr>
<td>(PROBABLE CASE)</td>
<td>✅ If unable to get a PCR test due to testing capacity, isolate for 10 days after</td>
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<tr>
<td></td>
<td>symptom onset.</td>
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<td></td>
<td>✅ Report work absence to manager and/or scheduling office</td>
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<td></td>
<td>✅ Contact Occupational Health or your manager for further guidance as needed</td>
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<tr>
<td><strong>SCENARIO #2</strong></td>
<td>✅ Stay home and <em>Self-Isolate</em>&lt;sup&gt;*&lt;/sup&gt; x 10 days</td>
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<tr>
<td>EMPLOYEE IS COVID-19 POSITIVE (COMMUNITY ACQUIRED)</td>
<td>✅ Follow Public Health Direction</td>
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<tr>
<td></td>
<td>✅ Report work absence to manager and/or scheduling office</td>
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<tr>
<td></td>
<td>✅ Contact Occupational Health or your manager for further guidance as needed</td>
</tr>
<tr>
<td><strong>SCENARIO #3</strong></td>
<td>✅ Stay home and <em>Self-Isolate</em>&lt;sup&gt;*&lt;/sup&gt; x 10 days</td>
</tr>
<tr>
<td>EMPLOYEE IS COVID-19 POSITIVE (WORKPLACE ACQUIRED)</td>
<td>✅ Follow Public Health Direction</td>
</tr>
<tr>
<td></td>
<td>✅ Report work absence to manager and/or scheduling office</td>
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<tr>
<td></td>
<td>✅ Occupational Health will guide you through WSIB reporting and assist with your</td>
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<tr>
<td></td>
<td>return to work</td>
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<td><strong>SCENARIO #4</strong></td>
<td>✅ Employee permitted to work if experiencing mild symptoms such as a headache,</td>
</tr>
<tr>
<td>EMPLOYEE REPORTS SYMPTOMS WITHIN</td>
<td>fatigue, muscle aches or joint pain that began after receiving the vaccine (mild</td>
</tr>
<tr>
<td>48 HOURS POST COVID-19 VACCINE</td>
<td>symptoms defined as you feel well enough to work</td>
</tr>
<tr>
<td></td>
<td>✅ Stay at home if fever or if other moderate symptoms develop</td>
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<tr>
<td></td>
<td>✅ Call Occupational Health as needed</td>
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<tr>
<td>Scenario #5</td>
<td>Report work absence to manager and/or scheduling office</td>
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<td>---------------------------------------------------------</td>
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<tr>
<td><strong>Employee Reports Return from International Travel within the Past 10 Days</strong></td>
<td>✓ Staff may be selected for randomized testing upon return to Canada and may be asked to self-isolate. Staff must follow the direction of Canadian Border Services (CBS). ✓ Staff may return to work without restrictions unless otherwise advised to isolate by CBS.</td>
</tr>
</tbody>
</table>
| Scenario #6 | Employee must *Self-Monitor***  
✓ If the Household Member becomes symptomatic see Scenario #8  
✓ Contact Occupational Health or your manager for further guidance as needed |
| **Employee Reports a Household Member Has Returned from International Travel within the Past 10 Days** | |
| Scenario #7 | ✓ Employee to *Self-Monitor*** until household member is PCR tested.  
   ✓ If household member begins showing symptoms see Scenario #9  
   ✓ Household Member to isolate from employee if possible  
   ✓ Contact Occupational Health or your manager for further guidance as needed  
   ****See [Public Health Ontario - When to Self-isolate for Household Members](#) |
| **Employee Reports Household Member with No Symptoms Is a High-Risk Close-Contact to a Confirmed COVID-19 Case** | |
| Scenario #8 | ✓ Employee to *Work Self-Isolate*** and complete Rapid Antigen Testing until household member is PCR tested.  
   ✓ If Household member PCR test comes back positive see Scenario #9  
   ✓ If Household member PCR test comes back negative, discontinue Work-Self Isolation |
| **Employee Reports Household Member That is Symptomatic for COVID-19** | |
### SCENARIO #9

**EMPLOYEE REPORTS HOUSEHOLD MEMBER HAS TESTED POSITIVE FOR COVID-19**

- Call Occupational Health for further assessment. Occupational Health will advise next steps based on risk level.
- After-Hours please contact the After-Hours Manager for further direction.
- OHS or AHM may advise staff to *Work Self-Isolate*** based on their assessment of the risk level.

**See [Public Health Ontario - When to Self-isolate for Household Members](#)**

**OR**

**EMPLOYEE REPORTS HOUSEHOLD MEMBER HAS SYMPTOMS CONSISTENT IS A HIGH-RISK CLOSE CONTACT AND SYMPTOMATIC (PROBABLE CASE)**

- If symptoms develop see SCENARIO #1
- Contact Occupational Health or your manager for further guidance as needed

**See [Public Health Ontario - When to Self-isolate for Household Members](#)**

### SCENARIO #10

**EMPLOYEE HAS HAD CLOSE CONTACT WITH A CONFIRMED COVID-19 CASE IN THE COMMUNITY**

- Employee to *Work Self-Isolate*** and complete Rapid Antigen Testing
  - Employee to get a COVID-19 PCR test as soon as possible and at day 7 from date of last exposure to positive case.
  - If employee is unable to be PCR tested due to testing capacity issues, continue with *Work Self Isolation**** until 10 days after exposure.
- If symptoms develop see SCENARIO #1
- Contact Occupational Health or your manager for further guidance as needed
**February 22nd, 2022**

### SCENARIO #11

**OCCUPATIONAL HEALTH IDENTIFIES EMPLOYEE AS A HIGH-RISK CLOSE CONTACT TO A CONFIRMED COVID-19 CASE IN THE WORKPLACE**

- ✓ Employee to *Work Self-Isolate*** and complete Rapid Antigen Testing
  - o Employee to get a COVID-19 PCR test as soon as possible and day 7 from date of last exposure to positive case.
  - o If employee is unable to be PCR tested due to testing capacity issues, continue with *Work-Self Isolation*** and Rapid Antigen Testing until 10 days after exposure.
- ✓ If symptoms develop see SCENARIO #3
- ✓ Contact Occupational Health or your manager for further guidance as needed

### SCENARIO #12

**EMPLOYEE REPORTS WORKING IN ANOTHER HEALTHCARE ORGANIZATION ON OUTBREAK**

- ✓ Employee to *Work Self-Isolate*** and complete Rapid Antigen Testing for 10 days following break of contact with the facility in a declared outbreak or until the facilities outbreak is declared over by Public Health, whichever comes sooner.
- ✓ If employee continues to work in the facility during the declared outbreak they will continue to *Work-Self Isolate*** and complete Rapid Antigen Testing for longevity of the outbreak.
- ✓ Contact Occupational Health or your manager for further guidance as needed.

### SCENARIO #12

**STAFF PERFORMING RAPID ANTIGEN TESTING AS PART OF WORK SELF-ISOLATION TESTS POSITIVE ON RAT**

- ✓ *Self-Isolate* and go for PCR testing as soon as possible.
  - o If PCR test positive see SCENARIO #2
  - o If PCR test negative and you remain asymptomatic return to work and continue with *Work Self-Isolation*** and Rapid Antigen Testing
- ✓ If symptoms develop see SCENARIO #1

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*Public Health Ontario – How to Self-Isolate*

**Public Health Ontario – How to Self-Monitor**

***Work Self-Isolation Requirements – in accordance with the Public Health Ontario How to self-isolate while working***

While Work Self-Isolating you must:

- Advise your manager that you need to work self-isolate
- Take your temperature twice a day
February 22nd, 2022

- Adhere to universal masking and eye protection recommendations at all times on the property, when possible maintain physical distancing except when providing direct care, and perform meticulous hand hygiene
- Do not eat meals or take breaks in shared space with other healthcare workers
- You should not work in multiple locations
- Perform Rapid Antigen Testing daily (see instructions below)

**Work-Self Isolation and Rapid Antigen Testing**

Using the matrix above, a staff member may be asked to return to work on *Work Self-Isolation* (as long as they remain asymptomatic).

If you are a high-risk close contact;
- PCR test as soon as possible and if negative, repeat testing on or after day 7 after last exposure to the case
- Rapid antigen testing (RAT) daily for 10 days since last exposure to the case. All Rapid Antigen Tests need to be performed at home using the provided testing kits.

Any staff person with ongoing exposure to a case (e.g. staff person lives in the same household as a case) may return to work on work self-isolation for a full 20 days from the date on which the household case became symptomatic (or from the date of the positive test), and the staff person should complete the following testing:
- PCR test on day 0, on or after day 7, and on or after day 14/15
- RAT daily while exposure is ongoing and daily for 10 days after last exposure

****Public Health Ontario - When to Self-isolate for Household Members****