COVID-19 DECISION MATRIX

Recommendations contained herein are subject to change at any given time and are therefore provided on a strictly without prejudice and precedent basis. For the purpose of this document, the term employee refers to staff/physician/learners/volunteers/contractors.

Occupational Health Contact Information

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

Contact After-Hours Manager when Occupational Health is closed

- Ottawa x6951
- Brockville x2494

*Please send all staff PCR test results 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>SCENARIO #1</td>
<td>✅ Stay home and <em>Self-Isolate</em></td>
</tr>
<tr>
<td>EMPLOYEE REPORTS SYMPTOMS CONSISTENT WITH COVID-19 OR</td>
<td>o Go for PCR testing as soon as possible.</td>
</tr>
<tr>
<td>EMPLOYEE IS A CLOSE CONTACT AND SYMPTOMATIC (PROBABLE CASE)</td>
<td>o If PCR test negative &amp; you have NO fever &amp; symptoms have improved for at least 24 hrs without fever reducing medication you may return to work. If symptom(s) included diarrhea and/or vomiting the symptom(s) must be resolved for at least 48 hours prior to returning to work.</td>
</tr>
<tr>
<td></td>
<td>✅ Report work absence to manager and/or scheduling office</td>
</tr>
<tr>
<td></td>
<td>✅ Contact Occupational Health or after hour manager prior to return to work</td>
</tr>
<tr>
<td>SCENARIO #2</td>
<td>EMPLOYEE IS COVID-19 POSITIVE (COMMUNITY ACQUIRED)</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>✓ Stay home and <em>Self-Isolate</em></td>
<td></td>
</tr>
<tr>
<td>✓ Report work absence to manager and/or scheduling office</td>
<td></td>
</tr>
<tr>
<td>✓ Follow Public Health and Royal Return to Work Guidelines</td>
<td></td>
</tr>
<tr>
<td>✓ Contact Occupational Health to review your return to work date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCENARIO #3</th>
<th>EMPLOYEE IS COVID-19 POSITIVE (WORKPLACE ACQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Stay home and <em>Self-Isolate</em></td>
<td></td>
</tr>
<tr>
<td>✓ Report work absence to manager and/or scheduling office</td>
<td></td>
</tr>
<tr>
<td>✓ Follow Public Health and Royal Return to Work Guidelines</td>
<td></td>
</tr>
<tr>
<td>✓ Occupational Health will guide you through WSIB reporting and assist with your return to work</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCENARIO #4</th>
<th>EMPLOYEE REPORTS SYMPTOMS WITHIN 48 HOURS POST COVID-19 VACCINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Employee can work if experiencing mild symptoms such as a headache, fatigue, muscle aches or joint pain that began after receiving the vaccine (mild symptoms defined as you feel well enough to work)</td>
<td></td>
</tr>
<tr>
<td>✓ Stay at home if fever and/or if other moderate symptom(s) develop</td>
<td></td>
</tr>
<tr>
<td>✓ Call Occupational Health as needed</td>
<td></td>
</tr>
<tr>
<td>✓ Report work absence to manager and/or scheduling office</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCENARIO #5</th>
<th>EMPLOYEE REPORTS RETURN FROM INTERNATIONAL TRAVEL WITHIN PAST 10 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Employee 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 Agency (CBSA).</td>
<td></td>
</tr>
<tr>
<td>✓ Employee may return to work without restrictions unless advised to isolate by CBSA.</td>
<td></td>
</tr>
<tr>
<td>✓ Employee authorized to travel internationally for business need to follow CBSA direction, and if symptomatic and/or advised to self-isolate upon return to Canada by CBSA, should contact Occupational Health to review</td>
<td></td>
</tr>
</tbody>
</table>
### SCENARIO #6
EMPLOYEE REPORTS A HOUSEHOLD MEMBER HAS RETURNED FROM INTERNATIONAL TRAVEL WITHIN THE PAST 10 DAYS
- ✓ Employee may return to work with no restrictions.
- ✓ If the Household Member becomes symptomatic see SCENARIO #8
- ✓ Contact Occupational Health or your manager for further guidance as needed

### SCENARIO #7
EMPLOYEE REPORTS HOUSEHOLD MEMBER WITH NO SYMPTOMS IS A CLOSE-CONTACT TO A CONFIRMED COVID-19 CASE
- ✓ Employee to Self-Monitor**
  - o If Household member is symptomatic and/or becomes covid positive
  - o see SCENARIO #9
  - o Household Member to isolate from employee if possible****
  - o Contact Occupational Health for further guidance as needed

### SCENARIO #8
EMPLOYEE REPORTS HOUSEHOLD MEMBER HAS COVID-19 SYMPTOMS WITH NO KNOWN CLOSE CONTACT
- ✓ Employee to Work Self-Isolate*** with daily rapid antigen testing 1h prior to work
  - o If Household member becomes covid positive see SCENARIO #9 ****

  ****COVID-19 Self-isolation Guide for caregivers, household members and close contacts.pdf
  - o If Household member is testing covid negative on 2 consecutive rapid tests call occupational health to discuss next steps
  - o If Household member unable to covid test, continue Work Self-Isolation*** with daily Rapid Antigen Testing for 10 days following last contact with symptomatic household member.
- ✓ If employee develops symptoms see SCENARIO #1
| SCENARIO #9 | ✓ Call Occupational Health for further assessment. Occupational Health will advise next steps based on risk level.  
****See COVID-19 Self-isolation Guide for caregivers, household members and close contacts.pdf |
| --- | --- |
| EMPLOYEE REPORTS HOUSEHOLD MEMBER HAS TESTED POSITIVE FOR COVID-19  
OR  
EMPLOYEE REPORTS HOUSEHOLD MEMBER HAS HAD CLOSE CONTACT WITH A COVID-19 CASE AND IS SYMPTOMATIC (PROBABLE CASE) | |
| SCENARIO #10 | ✓ Employee to Work Self-Isolate and complete daily Rapid Antigen Testing  
  o Employee to get a COVID-19 PCR test as instructed by public health and/or occupational health  
  ✓ If employee develops symptoms: see SCENARIO #1  
  ✓ Contact Occupational Health or your manager for further guidance as needed |
| EMPLOYEE HAS HAD CLOSE CONTACT WITH A CONFIRMED COVID-19 CASE IN THE COMMUNITY | |
| SCENARIO #11 | ✓ Employee to Work Self-Isolate and complete daily Rapid Antigen Testing  
  o Employee to get a COVID-19 PCR test as instructed by occupational health  
  ✓ If employee develops symptoms during work-self isolation: see SCENARIO #3  
  ✓ Contact Occupational Health for further guidance as needed |
| OCCUPATIONAL HEALTH IDENTIFIES EMPLOYEE AS HAVING CLOSE CONTACT TO A Confirmed COVID-19 CASE IN THE WORKPLACE | |
### SCENARIO #12
**EMPLOYEE REPORTS WORKING IN ANOTHER HEALTHCARE ORGANIZATION/UNIT ON OUTBREAK**

- Employee to *Work Self-Isolate*** and complete daily Rapid Antigen Testing for 10 days following contact on outbreak unit and/or contact with COVID positive patient.
- If patient contact is continuous rapid antigen testing must be completed for longevity of the work on the outbreak unit and 10 days following break of contact with outbreak unit and/or positive patient.

### SCENARIO #13
**EMPLOYEE WORKING ON OUTBREAK UNIT WITHIN THE ROHCG.**

- Employee to *Work Self-Isolate*** and complete daily Rapid Antigen Testing for 10 days following contact on outbreak unit and/or contact with COVID positive patient.
- If patient contact is continuous rapid antigen testing must be completed for longevity of the work on the outbreak unit and 10 days following break of contact with outbreak unit and/or positive patient.
- In collaboration with the local public health unit, employee’s may be requested to perform “self-test” surveillance PCR testing at times during the outbreak.

### SCENARIO #14
**STAFF PERFORMING RAPID ANTIGEN TESTING (RAT) AS PART OF WORK SELF-ISOLATION TESTS POSITIVE ON RAT**

- *Self-Isolate* and go for PCR testing as soon as possible.
  - If PCR test positive see SCENARIO #2
  - If PCR test negative and you continue to have no symptoms return to work and continue with *Work Self-Isolation*** and Rapid Antigen Testing.
- If symptoms develop see SCENARIO #1

*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](#)

**SELF-ISOLATING requirements**

Work Self-Isolation will be determined in accordance with our [COVID-19 Decision Matrix](#)

**WHILE AT WORK, YOU SHOULD:**

- Ensure your manager is aware you are working under Work Self-Isolation
- Take your temperature twice a day
- 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

- Complete Rapid Antigen Testing prior to coming on shift for the longevity of your Work Self-Isolation
- Follow the testing instructions given to you by the person who supplied your kit

[CLICK HERE TO LEARN MORE ABOUT WORK-SELF ISOLATION](#)

***COVID-19 Self-isolation Guide for caregivers, household members and close contacts.pdf***