

Rapid Response Guide

for Crowsnest Pass Businesses and organizations with employees

- 1) Utilize a checklist and sign in daily for all employees
 - a. Consider implementing a visitor sign-in
- 2) Monitor employees for [symptoms](#) throughout the day
- 3) If an employee becomes symptomatic:
 - a. isolate the employee
 - b. mandate the employee go home and complete the [online self assessment](#)
 - c. wearing personal protective equipment (PPE) sanitize their worksite and all common touch points including staff rooms
 - d. Note the date and time of the start of symptoms for your records and ensure daily checklist and sign in is updated
- 4) Notify co-workers of situation and advise to heighten their awareness around [symptoms](#)
- 5) Ensure all work areas and common touch points of all symptomatic employees have been sanitized
- 6) For the day symptoms started and the day before, record who the employee worked around or was in close contact* with in common areas and staff rooms in case a positive test is received in the future for individual.

If a positive COVID-19 test is received:

- 1) Notify all close contact EMPLOYEES of positive individual. Please do not notify non-staff close contacts outside of the workplace.
- 2) Advise all close contacts to go home and start a 14-day quarantine. Encourage all staff that are close contacts to do the [online self-assessment](#) and to monitor for symptoms. Close contacts of a lab-test confirmed case are required to quarantine for 14-days even if a negative test is obtained. 14-day quarantine is legally required.
- 3) Use the form below to submit all close contact information to AHS Environmental Public Health at SHE.SouthOnCall@albertahealthservices.ca.

- 4) Ensure that the workstation and all common areas of the confirmed positive contact and all close contacts have been sanitized.

***Close Contact Definition:**

Close contacts are defined as anyone who was within two metres of a positive case of COVID-19 for 15 minutes or more of cumulative contact, without consistent and appropriate use of personal protective equipment (PPE). A close contact is ALSO someone who has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or who provided direct care for a person who has COVID-19, without consistent and appropriate use of PPE.

Information for employee confirmed positive covid-19 by Alberta Health Services:

Name:

Phone number:

Date symptoms started:

Date tested:

Date notified positive:

Information of EMPLOYEE/colleagues who are close contacts 24 hours prior to symptoms starting:

Name:

Phone Number:

Name:

Phone Number:

Name:

Phone Number:

Name:

Phone Number:

Information of EMPLOYEE/colleagues who are close contacts the day symptoms started:

Name:

Phone Number:

Name:

Phone Number:

Name:

Phone Number: