

Positive Case of COVID-19 in the Workplace Cheat Sheet

This document will help managers understand what they should and should not do when handling COVID-19 cases in the workplace. If exposure is suspected to have occurred during authorized work duties, the employee should contact their health care provider for advice.

Updated: December 8, 2020

Steps for handling COVID-19 cases in the workplace:

1. Remain calm. Maintain confidentiality. Trust public health to determine risk and action.
2. Employees must stay home, either to work from home or on sick leave, if they:
 - Are visibly ill; or
 - Have been directed by public health to self-isolate (i.e. have tested positive; or have been identified as a close contact of someone who has tested positive).
3. Do not disclose the name of anyone who has tested positive to anyone.
 - You may advise staff that there is a positive case of COVID-19 in the workplace without revealing information regarding the case.
 - If the employee chooses to disclose their personal health information, confirm their consent to share their personal health information, and with who.
4. Public Health will conduct an investigation and will notify individuals that have been identified as close contacts and are required to self-isolate.
 - In some circumstances, public health may:
 - ask individuals who have tested positive for COVID-19 to notify their employer and any contacts if there was a risk of exposure in the workplace; and/or,
 - ask employers to notify employees who have been identified as a contact with an employee who has tested positive for COVID-19.
 - Refer to the [COVID-10 Workplace Toolkit](#) for more information.
5. Contact SaskBuilds and Procurement to arrange for thorough cleaning and disinfection if you know a person who has tested positive has been in the workplace.
6. Contact your HR Business Partner for advice and guidance.
7. Access information and resources:
 - Taskroom: [Questions and Answers on COVID-19 in the workplace](#)
 - Saskatchewan.ca: [Q&A for Employers: Role of Public Health in COVID-19 Case and Contact Follow-up](#)
 - Saskatchewan.ca: [COVID-10 Workplace Toolkit](#)