

# COVID-19 NOVEL CORONAVIRUS

GUIDELINES



## Key Responsibilities of Employees, Managers and Employers

The COVID-19 pandemic has rapidly changed the way we work, socialize and live. Every Manitoban has the responsibility to do their part to protect each other and encourage social distancing during the COVID-19 outbreak.

This is also true in workplaces. Employees, managers and employers all have a role to play in reducing the risk of COVID-19. This document outlines their responsibilities in different scenarios during the pandemic.

**REMINDER: No one should be at work if they are ill. If an employee is ill at work (cough, runny nose, fever, sore throat) they should go home immediately. Employees, managers and employers should also follow any appropriate occupational health and safety protocols.**

Visit [www.manitoba.ca/covid19](http://www.manitoba.ca/covid19) for any additional information on COVID-19.

Scenario	Employee	Manager	Employer
1 Employee is not experiencing symptoms of illness but has travelled outside Manitoba or Canada in the last 14 days.	If at home, remain at home. If at work, leave work immediately. <b>Notify your manager, and self-isolate at home for 14 days.</b> Contact Health Links – Info Santé for further information. Update management as required.	Stay in regular contact with the employee. Make any required modified work arrangements. Confirm the employee's fitness for work before allowing employee to return to work.	Ensure employee has the support they need. Follow-up with managers as required.
2 Employee is experiencing illness potentially due to COVID-19 that may require medical attention.	Contact company Occupational Health Nurse/physician or Health Links – Info Santé or family care provider for further information. Update management as required.	Stay in regular contact with the employee. Make any required modified work arrangements. Confirm the employee's fitness for work before allowing employee to return to work.	Ensure employee has the support they need. Follow-up with managers as required.

	Scenario	Employee	Manager	Employer
3	Employee is experiencing symptoms similar to COVID-19 (cold, cough, runny nose, fever or sore throat).	Leave work immediately. <b>Notify your manager, and self-isolate at home for 14 days after the start of symptoms.</b> Contact Health Links – Info Santé for further information. Update management as required.	Stay in regular contact with the employee. Make any required modified work arrangements. Confirm the employee’s fitness for work before allowing employee to return to work.	Ensure employee has the support they need. Follow-up with managers as required.
4	Employee is experiencing no symptoms but is a close contact of someone with a confirmed case of COVID-19 or someone who is waiting for test results.	If at home, remain at home. Leave work immediately. <b>Notify your manager, and self-isolate at home for 14 days after the start of symptoms.</b> Contact Health Links – Info Santé for further information. Update management as required.	Stay in regular contact with the employee. Make any required modified work arrangements. Confirm the employee’s fitness for work before allowing employee to return to work.	Ensure employee has the support they need. Follow-up with managers as required.
5	Employee is experiencing symptoms similar to COVID-19 (cold, cough, runny nose, fever or sore throat) and is a close contact of a confirmed case or has travelled outside Manitoba or Canada in the last 14 days.	If at home, remain at home. If at work, leave work immediately. <b>Notify your manager, and self-isolate at home for 14 days after the start of symptoms.</b> Contact Health Links – Info Santé for further information. Update management as required.	Stay in regular contact with the employee. Make any required modified work arrangements. Confirm the employee’s fitness for work before allowing employee to return to work. Enhance cleaning in the workplace. Public health will contact you if there is a need to take action in the workplace.	Ensure employee has the support they need. Follow-up with managers as required. Public health will contact you if there is a need to take action in the workplace.
6	Employee is experiencing symptoms similar to COVID-19 (cold, cough, runny nose, fever or sore throat) and has tested positive for COVID-19.	If at home, remain at home. Leave work immediately. <b>Notify your manager, and self-isolate at home for 14 days after the start of symptoms.</b> Work with public health officials as needed. Contact Health Links – Info Santé for further information. Update management as required.	Stay in regular contact with the employee. Make any required modified work arrangements. Enhance cleaning in the workplace. Confirm the employee’s fitness for work before allowing employee to return to work. Public health will contact you if there is a need to take action in the workplace.	Ensure employee has the support they need. Follow-up with managers as required. Public health will contact you if there is a need to take action in the workplace.

**Note:** Businesses are advised not to provide any personal health information about an employee to staff or customers. Public health officials conduct a public health investigation to determine if someone who is confirmed to have COVID-19 was at work during the time they were infectious. If any additional measures need to be taken at your workplace, public health officials will call you directly to provide advice.

For information on routine precautions to reduce the spread of communicable diseases, visit: <https://manitoba.ca/covid19/business/index.html#collapse6>.

For up-to-date information on COVID-19 in Manitoba, visit: [www.manitoba.ca/covid19](http://www.manitoba.ca/covid19).