



PRESUMPTIVE CASE COVID 19 RESPONSE

Investigate – Communicate - Track – Resolve

1. Identify “who” of the trade / person being mindful of right to privacy.
 - a. Get contact information of worker / trade / supervisor so we can follow up on their health
2. Identify “why” the case is presumptive
 - a. Reason for the case being presumptive?
 - i. Exhibiting signs and symptoms
 - ii. Close association with another presumptive or confirmed case
 - iii. Other
3. Notify HSE Manger / Regional Manager
 - a. Notify Kirk / Barry McCarty email or phone call
4. Identify current status of person
 - a. Going to doctor
 - b. Awaiting test results
 - c. In hospital
 - d. Confirm that person is not at workplace
5. Determine who the person had close contact with at the project – last 5 days
 - a. Worked with
 - b. Ate lunch with
 - c. Attending in-person meetings with
 - d. Etc.
6. Identify the work areas and common areas occupied by that worker – last 5 days
 - a. If there are handrails, tables, chairs, etc. that can be cleaned in accordance with site cleaning practices - clean
 - b. If areas or tools can't be easily cleaned – quarantine until case resolved
7. Notifying client / facility – Project Manager to coordinate with Regional Leadership Team
8. Notify trades / other workers of the presumptive case and encourage them to self-monitor
9. Track event through Microsoft forms
10. Request update on workers condition
11. Implement presumptive cleaning protocols
12. Follow procedures for return to regular work
 - a. Cleaning complete
 - b. Notify client
 - c. Notify trades/ consultants/ suppliers
 - i. Ask / address any questions / concerns to avoid site gathering
 - ii. Trades / consultants / suppliers need to assure their workers
 - iii. Inform them that our protocols were conducted in accordance with PHA instructions
 - d. Orderly return to work – social distancing



CONFIRMED CASE COVID 19 RESPONSE

Investigate – Communicate - Track – Resolve

1. Identify “who” of the trade / person being mindful of right to privacy.
 - a. Get contact information of worker / trade / supervisor so we can follow up on their health
 - b. Determine who / how confirmation was made. Ex test result positive through clinic / doctor
2. Identify current status of person
 - a. Self-isolating
 - b. Hospitalized
 - c. Confirm that person is not at workplace
3. Notify HSE Manger / Regional Manager
 - a. Notify Kirk / Barry McCarty – Email or phone call
4. Determine who the person had close contact with at the project
 - a. Worked with
 - b. Ate lunch with
 - c. Attended in-person meetings with
 - d. Etc.
 - e. Require – self isolation of the close contacts
5. Identify the work areas and common areas occupied by that worker
 - a. If there are handrails, tables, chairs, etc. that can be cleaned in accordance with site cleaning practices clean
 - b. If areas or tools can't be easily cleaned – quarantine. Ex. Lunchrooms
 - c. Arrange to have clean up
6. Notify client / facility – Project Manager to coordinate with Regional Leadership Team
7. Notify trades / other workers of the confirmed case and encourage them to self-monitor
 - a. Communicate with other trades at work location or working at location within the last 2 weeks
8. Track event through Microsoft forms
9. Escalate it to Regional Leadership / Divisional Leadership for further steps
10. Organize cleaning / disinfecting as required
11. Request update on workers condition
12. Follow procedures for return to regular work
 - a. Cleaning complete
 - b. Notify client
 - c. Notify trades/ consultants/ suppliers
 - i. Ask / address any questions / concerns to avoid site gathering
 - ii. Trades / consultants / suppliers need to assure their workers
 - iii. Inform them that our protocols were conducted in accordance with PHA instructions.
 - d. Orderly return to work – social distancing