

GENERAL

Key Points

- This guide provides information and responses to manage situations of possible or presumed COVID-19 cases
- Think Safe 6 and worker protection
- There is a low risk of transmission if protocols are followed
- Stay calm as you gather information
- COVID-19 and the Influenza (flu) virus have similar transmission patterns for office settings
- The majority of COVID-19 transmission has been from symptomatic individuals. Coughing, Sneezing, singing, shouting, etc. creates droplets
- Spreading of the virus by individuals with no symptoms is much less likely, and such transmission would more likely be through surface contacts
- Hand washing with soap and water kills the virus and offers the best protection
- Common cleaning solutions easily inactivate the virus on surfaces

<p>ROUTINE OPERATIONS</p>	<ul style="list-style-type: none"> • Maintain standard preventative COVID-19 practices • Regular cleaning is in place and touchpoint cleaning as required. • Wipe down shared work spaces after individual use (i.e. Computers, board rooms, counters) • Enforce protocols of workers and visitors • Manage capacity limits • Ensure signage is prominent 	<ul style="list-style-type: none"> • Daily Touchpoint Cleaning - include touchpoint areas like light switches, door handles, washroom counters, washroom plunger handles, soap dispensers, faucets, public area counter tops, elevator push buttons, railings, etc. • Disinfection Cleaning – If Presumptive COVID-19 Case would include a one-time preventive cleaning to address areas occupied by the person with the presumptive case and common high touch areas. • Disinfection Cleaning – Confirmed COVID-19 Case: This would include a one-time broader clean of the sites. When a case is confirmed, the area will be cleaned, and appropriate safety precautions will be enacted.
<p>ELECTION WORKER IS UNWELL AT WORK</p>	<ul style="list-style-type: none"> • Avoid use of individual’s workspace temporarily. Avoid use of individual workspace temporarily until consultation complete. Remove any shared items • Advise worker to go home – use Yukon self-assessment tool https://service.yukon.ca/en/covid-19-self-assessment/ 	<ul style="list-style-type: none"> • Report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols. • Co-workers may be nervous about the workspace due to an employee who may have been symptomatic at work. Reassure co-workers by:

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	<ul style="list-style-type: none"> • Discuss (keep physical distance/wear mask and in meet in private if at work): <ul style="list-style-type: none"> ○ Where working? Which co-workers close contact and/or prolonged contact, equipment used? • Determine the amount of routine cleaning that has already occurred, including cleaning of frequently touched surfaces • Keep private record to support possible contact tracing • Follow public health or health care provider advice • Review Protocols – determine if any staff with close/prolonged contact previous 48 hrs. Keep private record • Protect privacy of sick staff member • Follow up regarding testing and test results • If a staff member gets a COVID test, they will be required to self isolate until after they receive the test results. Staff can work from home if available • If a staff member does not receive a test they may not return to work for at least 10 days • Report outcome to EYHQ 	<ul style="list-style-type: none"> ○ Reminding of the importance o following COVID-19 protocols as this minimizes risk of transmission ○ Confirm staff was asked to seek medical advice; remind employees to get tested if they have symptoms of COVID-19 ○ Remind if co-workers are not symptomatic they are not considered to be at risk and may continue to work as usual. They should self monitor and practice good hygiene ○ Advise staff of any additional cleaning ○ Remind staff to stay home if sick
<p>ELECTION WORKER NOT AT WORK REPORTS COVID-19 SYMPTOMS</p>	<ul style="list-style-type: none"> • Avoid use of individual’s workspace temporarily. Avoid use of individual workspace temporarily until consultation complete. Remove any shared items • Confirm by phone if election official was symptomatic when last in workplace • Direct election official to use Self Assessment tool - https://service.yukon.ca/en/covid-19-self-assessment/ • Advise worker they call 24-hour access to health and COVID-19 advice at 811 • Advise worker they should follow public health or health care provider’s advice including self isolation while awaiting test results • Advise worker DO NOT REPROT TO WORK until a health care professional has assessed them and the symptoms have resolved • Keep private record to support possible contact tracing 	<ul style="list-style-type: none"> • No need to report to EYHQ an employee who calls in sick unless they were symptomatic in the workplace. If sick in workplace. Follow guidance of election worker unwell at work scenario. Staff must have contact information of the Returning Officer to report symptoms • Election Officials who attend training should be reminded to report to the RO if they become symptomatic after a training class

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	<ul style="list-style-type: none"> • Confirm if worker received a COVID test; if negative and they are feeling well they can return to the workplace • Advise if unwell due to another illness, they should stay home. • If a staff member does not receive a test they may not return to work for at least 10 days 	
<p>ELECTION WORKER NOT AT WORK TESTS POSITIVE OR IS A MEDICALLY PRESUMED COVID CASE</p>	<ul style="list-style-type: none"> • Avoid use of individual’s workspace temporarily. Avoid use of individual workspace temporarily until consultation complete. Remove any shared items • • Determine how worker knows it is a positive COVID-19 diagnosis – from swab test or from a medical professional. • If based on pattern of symptoms, exposure history, and severity of illness by health care professional this is a ‘medically presumed’ case • Discuss when they were contacted by public health and what advice was provided about self-isolation. Worker should follow advice and direction to self-isolate • Ask if they have COVID-19 symptoms. If so, when did symptoms begin and if they were at work while experiencing symptoms • Keep private record to support possible contact tracing • Await contact from public health • If no contact from public health the risk of transmission is low and co-workers not considered at risk. • Inform workers in office • Protect privacy of worker • If non-symptomatic: if worker was not symptomatic in the workplace or was out of the workplace for 48 hours prior to becoming ill, the risk of transmission is low • If symptomatic: keep private log of people who worked in area of person who was sick for possible, contact tracing. Determine if any worker had close or prolonged contact 	<ul style="list-style-type: none"> • Report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols. Response could include temporary closing for cleaning routine. • Review office protocols • Co-workers may be nervous about the workspace due to an employee who may have been symptomatic at work. Reassure co-workers by: <ul style="list-style-type: none"> ○ Be role model – kind, calm and safe – you are not alone; collaboration with health authorities and Elections Yukon ○ Reminding that if not contacted by health officials risk of transmission is low and they may continue to work ○ Reminding of the importance of following COVID-19 protocols as this minimizes risk of transmission ○ Remind if co-workers are not symptomatic they are not considered to be at risk and may continue to work as usual. They should self monitor and practice good hygiene ○ Advise staff of any additional cleaning requirements • Remind staff to stay home if sick

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<p>AN ELECTION OFFICIAL AT WORK WITH NO SYMPTOMS REPORTS WITH A SYMPTOMATIC COVID-19 CASE.</p>	<ul style="list-style-type: none"> • If the employee was advised to self isolate by public health, they should go home • Move worker to area while you seek consultation with EYHQ • Provide information such as the e last time the worker was in the office • The amount of routine cleaning that has already occurred, cleaning of frequently touched surfaces 	<ul style="list-style-type: none"> • Report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols. •
<p>ELECTION OFFICIAL HAS SCHEDULED COVID TESTING DUE TO SYMPTOMS</p>	<ul style="list-style-type: none"> • If worker is at work, follow steps outlined in Election Official for Unwell at Work • If worker is not at work, but report test because they are symptomatic, follow steps outlined in Election Official Not at Work Reports COVID-19 symptoms 	<ul style="list-style-type: none"> • If symptoms at work, report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols. • No need to report to EYHQ an employee who calls in sick unless they were symptomatic in the workplace • Keep private record to support possible contact tracing
<p>ELECTION WORKER DIRECTED TO HAVE COVID TESTING – WITH OR WITHOUT SYMPTOMS</p>	<ul style="list-style-type: none"> • Testing may be advised by health official due to close contact with a person who is COVID-19 positive, most likely outside the office. • It could also be contact tracing for a co-worker in the workplace if the co-worker tests positive. • Advise to follow public health guidelines • Send the worker home; if they are not at work, instruct them not to return until they have test results. • Ask them to report test results when known and you will respect their privacy 	<ul style="list-style-type: none"> • Report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols. Response could include temporary closing for cleaning routine. • If required to self-isolate, advise when the person is allowed to return to work.
<p>ELECTION OFFICIAL WITH SOMEONE AT HOME WITH SYMPTOMS</p>	<ul style="list-style-type: none"> • An election official may stay at work if a member of their household has COVID-129 like symptoms provided they do not have symptoms. • The worker should self monitor for symptoms, wear a mask and practice good hygiene • The symptomatic person should be advised to seek guidance and assessment • No requirement to notify staff or increase cleaning • Remind workers of workplace safety protocols 	<ul style="list-style-type: none"> • No need to report to EYHQ if an employee reports someone in the household has symptoms unless they were symptomatic in the workplace. If sick in workplace. Follow guidance of election worker unwell at work scenario. Staff must have contact information of the Returning Officer to report symptoms

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	<ul style="list-style-type: none"> • If a family member gets tested, works may want to self-isolate while awaiting test results; if the worker does not have symptoms they can continue to come to work 	
<p>ELECTION OFFICIAL WITH SOMEONE AT HOME WITH COVID</p>	<ul style="list-style-type: none"> • Worker reports a member has tested positive or is medically presumed to have COVID-19 • Public health officials will advise on course of action • Close contact or a care-giver will require the worker to self isolate for 14 days following he last exposure and may be advised to get tested • If required to self-isolate, send worker home if at work. If not at work, instruct them not to return until cleared by public health • Maintain the privacy of the worker 	<ul style="list-style-type: none"> • Report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols. Response could include temporary closing for cleaning routine. • No need to inform staff or increase cleaning. The risk of transmission is low since the symptomatic person is not in the workplace. • If worker advised they do not need to self isolate, they can return to work. Extra care with the standard protocols and routine cleaning of work areas.
<p>AN ELECTOR OR VISITOR REPORTS THEY HAVE COVID-19</p>	<ul style="list-style-type: none"> • A person who has tested positive for COVID-19 must not enter the returning office or polling place. • The Visitor Self Screening sign must be prominently displayed at the office entrance • Follow COVID-19 protocols; ask them to reschedule their visit, conduct their business by phone or online. • Move employees and clients away from the area where the symptomatic person was. • If in the office, ask the visitor to leave while maintaining physical distancing • If client refuses to leave, follow normal de-escalation procedures (request and remind visitor of importance of staying away from others when sick and request they come back when they are feeling better.) If the client refuses to leave after de-escalation call police • Keep private record to support possible contact tracing • If informed after leaving the office, low risk of transmission if protocols followed • If the office has an increased chance of transmission, it will be identified during the contact tracing process; the workplace will be contacted by public health not the COVID-19 positive individual. 	<ul style="list-style-type: none"> • Remind workers of COVID-19 protocols as these minimize risk of transmission • If following standard procedures, and not contacted by public health, not considered to be at risk

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<p>PUBLIC HEALTH OFFICIAL CONTACTS THE RETURNING OFFICE</p>	<ul style="list-style-type: none">• Public health will only contact those directly exposed to respiratory droplets from a confirmed COVID-19 case.• If no contact, from a public health official, the risk of transmission is low and no further notifications or actions are required• If contacted;• Stay calm• Provide requested information• Protect the privacy of the sick individual• Assist the contact tracer in organizing calls with workers• Follow the direction of the public health officer	<ul style="list-style-type: none">• Report to EYHQ Help Desk. EYHQ will provide advice on response and cleaning protocols.• This could include in small offices where space does not permit appropriate segregation of potentially affected public area. temporarily close the office for cleaning• If temporary office closure required: advise waiting clients and provide information for accessing service online if applicable; post signage• Workers can resume client service or return to office and after cleaning is completed• As appropriate, advise workers potential exposure and appropriate next steps
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