

# COVID-19 RAPID RESPONSE PROCEDURE

March 31, 2022

Edmonton

It is important to respond quickly if an employee develops COVID-19 symptoms in the workplace. This document outlines the rapid response process in this situation to ensure the timely support for the employee and the protection of others at the workplace.

In the event that an employee begins to experience symptoms of COVID-19 in the workplace, or notifies that they have COVID-19 while at work, they are to report it to their supervisor **immediately**. As this situation could be worrisome for the employee and their colleagues, it is important to respond with empathy, respect and confidentiality.

Once it has been reported, Supervisors are to:

1. Ensure the employee puts on a **mask** immediately, follows hand hygiene and respiratory etiquette and maintains at least two metres of **distance** from others.
2. Advise the employee to **leave the workplace** immediately. Provide a rapid test kit if available.
3. Advise the employee not to take public transit home. If required, arrange **alternative transportation** for the employee:
  - a. Arrange for someone from their household to come and pick them up.
  - b. Arrange the use of a vehicle which provides separation between the driver and employee.
4. Ensure all surfaces and areas the person came into contact with are **cleaned and disinfected**.
  - a. Contact your existing custodial service provider (see contact list, below) as they are well trained in providing the correct cleaning, sanitizing and disinfecting procedures for the area.
  - b. Refer to this [Procedure](#) for cleaning high touch work surface areas.
5. Encourage the employee to do a **rapid test** at home using these [instructions](#). Complete the [COVID-19 Employee Intake Form](#) and follow-up steps.

## Worksite Cleaning Contacts

Location	Name	Phone Number
Century Place, Chancery Hall, City Hall	Clint Bilhete	780-496-5407
Edmonton Tower	Tiffany Lorenz	780-777-7411
LRT & Transit Centres (Facilities)	Clint Bilhete	780-918-7716
LRT Trains - D.L Macdonald	Faird Abid	780-288-8208
Transit Garages - Buses	Gary Weselak	780-886-7110
EPS Sites	Gus Settingiano	780-868-0946
Waste Management	Fatuma Osman	780-819-2848
Libraries	Barbara Cieslik	780-499-0375
Recreation Centres	Barbara Cieslik	780-499-0375
Integrated Sites/ Misc Facilities/ Fire	Barbara Cieslik	780-499-0375
	Trina Gould	780-496-6766
	Fatuma Osman	780-819-2848
	Zoltan Krassay	780- 991-3013
	Clint Bilhete	780-496-5407