

Trans Mountain Rapid Response Procedure - Appendix B - Response Scenarios

- First step is to notify supervisor and hr via self service app or directly
- That these are examples of how typical situations are currently handled under rapid response protocol.
- Subject to change based on guidance
- Response protocol as amended from time to time will prevail.

Updated as of October 1, 2020

Scenario	Description	Risk Level	Notifications	What worker must do	What supervisor must do	Return to work?
1	POSITIVE CASE: Worker tests positive for COVID-19	HIGH	All workplace close contacts will be identified, notified and required to self-isolate for 14 days.	Worker must self-isolate and follow direction from healthcare providers, public health authorities AND notify their supervisor. The worker will provide contact tracing to Trans Mountain for their work-related activities in the 48 hours prior to the positive test. Worker must update the self-reporting dashboard.	Report the illness to HR and update the self-reporting dashboard if the worker has not already done so. Arrange for workstation sanitization if the worker was in the workplace while ill or within 48 hours of becoming ill.	The worker may return to work following their 14 day isolation period if: a) their health care provider releases them to work OR b) these three things are all true 1) no fever for 3 days without medication 2) symptoms have improved and 3)at least 10 days have passed since their symptoms first appeared or 10 days have passed since their test was administered if they never develop any symptoms. Note: Resolution of respiratory symptoms is required, except for cough. Absence of cough is not required for individuals known to have a chronic cough or are currently experiencing a post viral cough.
2	PRESUMPTIVE CASE: Worker has COVID-like symptoms.	HIGH	All workplace close contacts will be identified, required to self-quarantine away from work until initial worker test results confirmed or worker is cleared. If initial worker results indicate COVID positive: all close contact workers will be required to self-quarantine. If Negative results: close contact workers will be cleared for work by HR using appropriate process.	Worker must self-isolate from home, follow strict personal hygiene rules and monitor their symptoms. They must call their medical provider and discuss testing. They must also notify their supervisor as soon as possible and provide contact tracing to Trans Mountain for their activities in the last 48 hours. The worker must update the self-reporting dashboard.	Report the illness to HR and update the self-reporting dashboard if the worker has not already done so. Arrange for workstation sanitization if the worker was in the workplace while ill or within 48 hours of becoming ill.	A worker who was presumed positive may return to work if they are determined by their health care provider to not have COVID-19 (negative test result) and if they have had no fever for 24 hours and their symptoms have improved. If a worker has not been tested for COVID-19 they may return to work if they have had no fever for 3 days without medication and other symptoms have improved and at least 10 days have passed since their symptoms first appeared. Note: Resolution of respiratory symptoms is required, except for cough. Absence of cough is not required for individuals known to have a chronic cough or are currently experiencing a post viral cough.
3	DIRECT EXPOSURE: Worker has no symptoms of COVID-19 but had close contact with somebody who tested positive for COVID-19 (worker directly exposed to COVID)	MEDIUM	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker must self-quarantine away from work and follow strict personal hygiene rules, and monitor their symptoms. They must call their medical provider and discuss testing. The worker must also notify their supervisor, provide contact tracing to Trans Mountain for their activities in the last 48 hours. The worker must update the self-reporting dashboard.	Report the isolation to HR and update the self-reporting dashboard if the worker has not already done so.	The worker may return to work if after 14 calendar days from last contact with someone who tested positive, they never developed symptoms.
3a	DIRECT EXPOSURE - Worker has no symptoms of COVID-19, but lives with someone who has been confirmed to have COVID-19.	MEDIUM	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker must self-quarantine away from work and follow strict personal hygiene rules, and monitor their symptoms. They must call their medical provider and discuss testing. The worker must also notify their supervisor, provide contact tracing to Trans Mountain for their activities in the last 48 hours. The worker must update the self-reporting dashboard.	Report the isolation to HR and update the self-reporting dashboard if the worker has not already done so.	The worker may return to work if after 14 calendar days from last contact with someone who tested positive, they never developed symptoms.
3b	DIRECT EXPOSURE - Worker has no symptoms of COVID-19, but lives with someone who has been quarantined due to COVID exposure AND that person is experiencing symptoms of COVID-19.	MEDIUM	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker must self-quarantine away from work, follow strict personal hygiene rules and monitor their symptoms. They must call their medical provider and discuss testing. The worker must also notify their supervisor, provide contact tracing to Trans Mountain for their activities in the last 48 hours. The worker must update the self-reporting dashboard.	Report the isolation to HR and update the self-reporting dashboard if the worker has not already done so.	The worker may return to work if the person they live with has been cleared by a medical provider (received a negative test result) AND the worker is not exhibiting symptoms. If the household member is not tested the worker may return to work if the worker has isolated from the person they live with for at least 14 days AND the worker is not exhibiting symptoms.
4	POTENTIAL EXPOSURE: Worker has no symptoms of COVID-19 but lives with someone who is exhibiting symptoms of COVID-19 but has no known exposure to someone with COVID-19.	MEDIUM	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker must self-quarantine away from work and follow strict personal hygiene rules and monitor their symptoms. They must call their medical provider and discuss testing. The worker must also notify their supervisor and provide contact tracing to Trans Mountain for their activities in the last 48 hours. The worker must update the self-reporting dashboard.	Report the isolation to HR and update the self-reporting dashboard if the worker has not already done so.	The worker may return to work if the person they live with has been cleared by a medical provider (received a negative test result) AND the worker is not exhibiting symptoms. If the household member is not tested the worker may return to work if the worker has isolated from the person they live with for at least 14 days AND the worker is not exhibiting symptoms.
5	POTENTIAL EXPOSURE - Worker has no symptoms of COVID-19, but lives with someone who is quarantined but that person is NOT experiencing symptoms. (e.g. a child's class/sports team/activity group has been contacted to isolate due to potential exposure, however, the Health Authority does not require other household members to isolate)	LOW	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker is low risk and should continue working. Monitor symptoms. Consider voluntary work from home if appropriate	No action	No action unless change in status of exposure or symptoms.
6	POTENTIAL EXPOSURE - Worker was in a facility or crowd where someone tested positive OR is presumed to have COVID-19. The worker is not aware of being in close contact with the positive/presumptive case, and has NO symptoms of COVID-19 and has not been directed to self-isolate . (e.g. announcements of cases in airports, faith settings, schools, concerts, restaurants, theatres etc.)	LOW	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker is low risk and should continue working. Monitor symptoms. Consider voluntary work from home if appropriate	No action	No action unless change in status of exposure or symptoms.
7	NO EXPOSURE - Worker had close contact with a person who in turn had close contact with someone who tested positive or is presumed to have COVID-19.	LOW	No close workplace contacts of the individual at work will be asked to self-quarantine unless the worker exhibits symptoms.	Worker is low risk and should continue working. Monitor symptoms.	No action	The worker should monitor their symptoms and return to work.

Close contact means living in the same household as a person infected, caring for someone who's infected, being within 6 feet, or 2 meters, of someone who has COVID-19 (or is presumed to) for more than 15 minutes in a 24-hour period, or direct exposure from someone who's infected (e.g., being coughed on, sneezed on, sharing bottle of water or utensils).