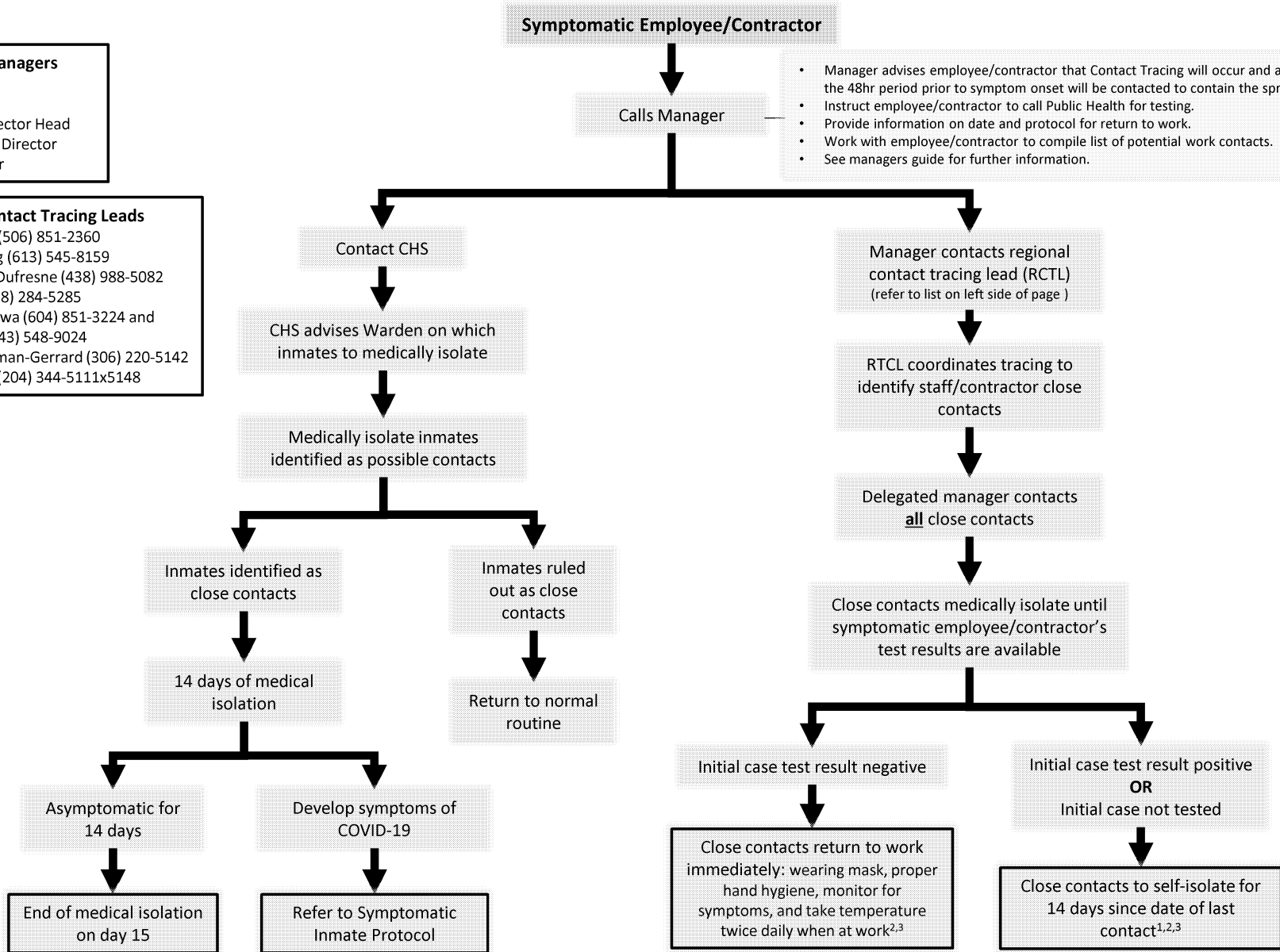


May 8, 2020

Contact Tracing of Symptomatic Employee/Contractor

Delegated Managers
 Institution: Warden
 RHQ: ADCIS
 NHQ: Appropriate Sector Head
 Community: District Director
 CCC: District Director

Regional Contact Tracing Leads
 ATL: Renée Gagnon (506) 851-2360
 ONT: Allison Storing (613) 545-8159
 QUE: Marie-Helene Dufresne (438) 988-5082
 and Simon Bégin (418) 284-5285
 PAC: Kuljeet Randhawa (604) 851-3224 and
 Clarence Turgeon (343) 548-9024
 PRA: Shannon Harriman-Gerrard (306) 220-5142
 and Carol Koscielny (204) 344-5111x5148



- Manager advises employee/contractor that Contact Tracing will occur and all work contacts from the 48hr period prior to symptom onset will be contacted to contain the spread of COVID-19.
- Instruct employee/contractor to call Public Health for testing.
- Provide information on date and protocol for return to work.
- Work with employee/contractor to compile list of potential work contacts.
- See managers guide for further information.

1. CSC, in collaboration with Local Public Health departments, may return asymptomatic employees earlier if needed for critical services on a case by case basis.
 2. Should a close contact develop symptoms, follow this algorithm and the return to work algorithm from the beginning.
 3. Local Public Health departments may stipulate a different return to work process. In this case, follow the most stringent policy.