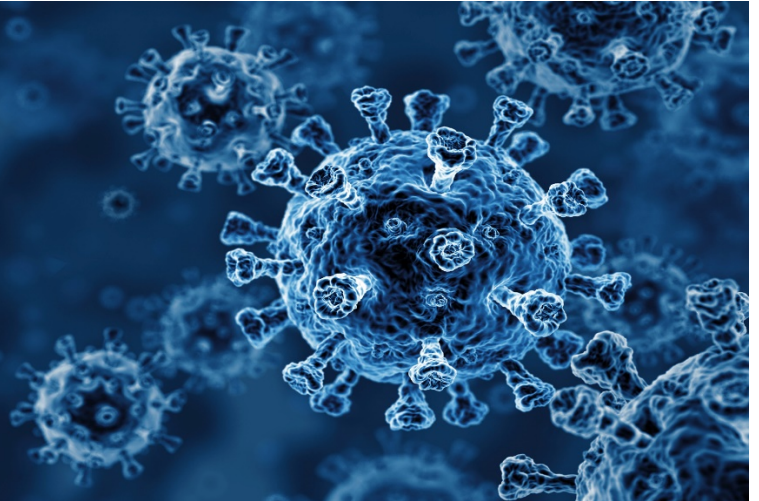# COVID-19: WORKER AND EMPLOYER DUTY TO REPORT

To help control the spread of COVID-19, and to ensure an appropriate response, Workers and Employers need to understand their duty to report and who to contact for further guidance.

This fast fact provides the basic information that you need to know about Worker and Employer illness reporting duties.

SYMPTOMS

According to Health Canada, symptoms can appear in as little as a few days or as long as 14 days after being exposed to someone with the disease. COVID-19 can cause a range of symptoms including fever, cough, sore throat and shortness of breath.

IF YOU HAVE SYMPTOMS

If you have COVID-19 symptoms or you have been in close to someone who has:
- Immediately self-isolate
- Complete the online self-assessment
- Or Call 811, Telehealth: 1-866-797-0000, your local Public Health unit, your primary care provider (family physician)

WHEN A WORKER BECOMES SICK AT WORK

WHAT WORKERS SHOULD DO	WHAT EMPLOYERS SHOULD DO
Workers who are symptomatic at work should: - Inform their manager/supervisor and if applicable Employee Health/Occupational Health - Immediately self-isolate - Contact Telehealth, local Public Health or primary care provider and follow advice Workers should raise any concerns to their - Manager or Supervisor - Joint Health and Safety Committee (JHSC); or - Health and Safety Representative	Employers must report **within 4 days** of becoming aware that a worker may have contracted CoVID-19 at work to: - The Ministry of Labour, Training and Skills Development - The JHSC/HSR and - A trade union (if applicable) Determine the need to inform other employees while respecting the workers privacy in consultant with Occupational Health and Public Health