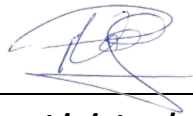


# Guidance Document for COVID-19



<b>Title:</b> Contact Tracing Process Update	<b>Version #: 1</b>
<b>Approved:</b> Incident Manger <b>Signature:</b> 	<b>Approval Date:</b> July 16 <sup>th</sup> 2021
<b><i>This document is intended to provide guidance to staff/professional staff during COVID-19</i></b>	

## 1. PURPOSE

To clarify expectations during COVID-19, related to the updated *contact tracing process*.

## 2. GUIDELINES (e.g. background, definitions, procedure, etc.)

Throughout the Covid-19 pandemic, processes were formed in order to provide contact tracing for Covid-19 positive patients and staff. To improve staff and patient contact tracing after a possible COVID-19 exposure, the units implemented a process where any staff who entered a patient room were expected to sign in on a template found on a clipboard outside of each patient room and complete all required information on the template. Manager stored the completed documents until required but IPAC and OHS.

This contract tracing protocol was added to the COVID-19 Pandemic Triggers and Actions document as follows:

### Response Level Green and Yellow:

- Pause additional contact tracing processes

### Response Level Orange, Red and Grey:

- Resume additional contract tracing processes

## 3. RELATED POLICIES, PRACTICES AND/OR LEGISLATIONS

N/A

## 4. REFERENCES

N/A