As cases of COVID-19 continue to rise globally and throughout Canada, many employers are reviewing operations and core functions to make decisions surrounding employee self-isolation or quarantine in an effort to limit the risk of infection and potential harm to employees and others.

**Symptoms of COVID-19**

- Coughing
- Runny nose
- Sore throat
- Fever
- Difficulty breathing

### Symptoms of COVID-19

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Self-monitoring</th>
<th>Self-isolation</th>
<th>Quarantine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coughing</td>
<td>• no symptoms</td>
<td>• no symptoms</td>
<td>• symptoms, even mild</td>
</tr>
<tr>
<td>Runny nose</td>
<td>• and a history of possible exposure in the last 14 days</td>
<td>• and a history of possible exposure due to travel outside Canada or close contact with someone diagnosed with COVID-19</td>
<td>• and have been diagnosed with COVID-19 or are awaiting lab results for COVID-19</td>
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<tr>
<td>Sore throat</td>
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<tr>
<td>Fever</td>
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</tbody>
</table>

**Means:**

- monitor yourself for 14 days for one or more symptoms
- practice physical distancing, promote and adopt measures that temporarily increase your physical distance from others to slow infection rates, the idea is not to recommend social disconnection or exclusion
- stay at home and monitor yourself for symptoms, even mild for 14 days
- avoid contact with others to help prevent the spread of disease
- stay at home until your public health authority advises you are no longer at risk of spreading the virus
- avoid contact with others to help prevent the spread of disease, particularly high risk populations including the elderly, and those medically vulnerable

**Self-monitor if:**

- you believe you have been exposed
- you are in close contact with elderly or medically vulnerable persons
- you have been advised to self-monitor by a public health authority

**Self-isolate if:**

- you have travelled outside Canada within the last 14 days
- you have been advised to self-isolate by a public health authority

**Quarantine if:**

- you have been diagnosed with COVID-19
- you are awaiting lab results for COVID-19
- you have been advised to quarantine yourself by a public health authority

**COVID-19: Self-isolation and quarantine: What you need to know**

**How does COVID-19 infect a person?**

Human coronaviruses are most commonly spread from an infected person to others through the air by respiratory droplets generated when coughing and sneezing. Additionally, close personal contact, such as touching or shaking hands and touching of the eyes, nose or mouth after touching an infected surface. In rare instances the virus is spread by fecal contamination.

**How to manage self-isolation or quarantine:**

Often overlooked in times of rapid change and when making key policy decisions under unprecedented events are considerations on the psychological impacts of self-isolation or quarantine. Our routines and daily interactions play a critical part in our social connections and identities.

If you’ve been asked to isolate or place yourself in quarantine, here are few suggestions on how to best manage your time and mental health while physically away from your workplace.

- **Get the facts** – obtain medical advice from trusted sources only. If you’re concerned or need assistance with understanding what’s needed, reach out to provincial support resources.
- **Create a daily routine** – establish a daily process and set objectives. Don’t let the basics slip. Create a dedicated workspace, maintain normal business hours and an adequate sleep schedule. Keep up with daily hygiene, chores and cleaning practices.
- **Eating and hydration** - maintain a healthy diet and stay hydrated. Avoid high sugar snacks and beverages to avoid swings in mood and energy levels. A healthy immune system is best equipped to fight infections.
- **Physical activity** - don’t forget to move. Exercise and movement are good for your mind and body. Stay as active as possible, set reminders if necessary. There are online exercise programs designed for small spaces.
- **Think about natural light** - maintain a positive outlook. Natural light plays and important role. Try to find a spot where natural light is available. Keep in mind, backlighting may impact the ability of others to see you when attending video conferencing or meetings.
- **Social connections** – stay engaged with your personal and professional support networks. If you start to feel overwhelmed or isolated, call or video-conference with family, friends, or peers. You never have to be alone.
- **Mental fitness** – be active in supporting your mental health and resiliency. Practice and engage in online activities you find rewarding. Spend quality time within your household. Avoid extended time or attention on pandemic related news, read a book that promotes mental fitness and try starting a daily journal.

Here are some helpful links to gather updates and additional information.

**Health Canada:**
https://www.canada.ca/en/health-canada.html

**World Health Organization:**
https://www.who.int/

**Centers for Disease Control and Prevention:**
https://www.cdc.gov/

As a reminder, while you may not feel sick or exhibit any symptoms, we understand these measures may be inconvenient. Please be mindful of your community. There are vulnerable populations who are more susceptible to COVID-19 than others. We are all in this together.

Need more information or assistance? All calls are completely confidential.

1-800-663-1142 | 1-888-384-1152 (TTY) | 604-689-1717 International (Call Collect)
1-866-398-9505 (Numéro sans frais - en français)

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