To: Business and Workplace Partners  
From: Dr. Kieran Moore, Medical Officer of Health  
Date: September 18, 2020  
Re: Important Update for Influenza Season and COVID-19 Pandemic

We have received several requests from workplaces for more information and recommendations on how to prepare for the upcoming influenza season along with COVID-19 pandemic. There are steps workplaces can take now, and during the flu season to help protect their employees and our community from the spread of influenza and COVID-19.

COVID-19 Self-Assessment and Testing

All employees must screen themselves daily before coming to work and upon arriving at work. Use the self-assessment tool from the Ontario Ministry of Health to screen for symptoms of COVID-19. As well, workplaces should post signage with symptoms of COVID-19 at entrances for employees and the public to use to screen themselves for symptoms prior to entering.

- Anyone with cold, influenza, or COVID-19-like symptoms must not attend work and should be tested for COVID-19. Self-isolate until a negative test result is received and are symptom free for 24 hours or 48 hours if symptoms include vomiting or diarrhea. Household members are not required to isolate but should monitor for symptoms and be tested if symptoms develop.

- If not tested for COVID-19, the employee with symptoms and all household members must remain home on isolation for 14 days from the onset of symptoms.

- If you have questions, contact your health care provider.

Visit kflaph.ca/Assessment for information on locations and hours of operation for assessment centres in Kingston, Frontenac and Lennox & Addington Counties.

Influenza Immunization Clinics

Protect your workplace from influenza this fall and winter by encouraging employees to get a flu vaccine. While getting a flu vaccine will not protect against COVID-19, it can protect from becoming sick with the flu.

Immunization against the flu is recommended once a year, for all adults, particularly those at high risk, or those who spend time with high risk individuals.
A free flu vaccine will be available beginning in October from:

- A health care provider’s office (for individuals 6 month of age and older)
- Local pharmacies (for individuals 5 years of age and older)

Flu vaccine will also be available at KFL&A Public Health for individuals without OHIP coverage or who are at high-risk of influenza complications without a family doctor proving vaccine.

**Prevent the Spread of COVID-19**

Take these measures in the workplace to encourage employees to stay healthy and prevent influenza and the spread of COVID-19.

- Clean your hands often with soap and water or use an alcohol-based hand sanitizer.
- Cough and sneeze into the bend of your arm, or a tissue and not into your hand.
- Avoid touching your nose, mouth or eyes with your hands.
- Practice physical distancing of at least 2 metres from others.
- Wear a face covering (i.e., universal face covering).
- Avoid meetings with large groups of employees. Try hosting your meetings virtually when there isn’t a large meeting room to physically distance from others.
- Get your influenza vaccine.
- Stay home when you are sick, get tested, and avoid contact with other people until your symptoms are gone.
- Do not share personal items that come into contact with saliva such as eating utensils, drinks, water bottles, and towels.
- Clean objects and surfaces that a lot of people touch, such as doorknobs, phones, and desks. For more information refer to [cleaning and disinfection of public settings](#).