

COVID Situation Reporting Protocol

Actions to be taken to report an illness or **COVID related situation** by Employee or Student.

A COVID Related Situation includes:

- You are experiencing symptoms or have tested positive for COVID-19
- You have been identified, within the last 14 days, as a "close contact" of someone who currently has COVID
- You have been advised to self-isolate by a health care provider or Public Health in the last 14 days
- You have travelled outside Canada or been in close contact with someone returning to Canada within the last 14 days
- You have received notification from the [COVID Alert App](#) as potentially having contact with someone having COVID-19

COVID-19 Illness Scenario	Employee	Student
Is the Individual on Campus? (Including satellite locations and field camps)	<p>Immediately notify your Manager and follow steps below;</p> <ul style="list-style-type: none"> • Ensure mask is on and dial ext. 4444/705-749-5530 ext. 8000. Security will provide instructions and guidance • Access card temporarily disabled • H&S is notified to complete risk assessment • H&S liaise with Public Health • H&S/PRD review areas for appropriate cleaning protocols • H&S will work with Public Health regarding case management • Employee must receive H&S approval to return to campus • If within 14 days, a copy of COVID negative test may be required to re-renter campus 	<p>Immediately notify Faculty/Chair and follow steps below;</p> <ul style="list-style-type: none"> • Ensure mask is on and dial ext. 4444 /705-749-5530 ext. 8000. Security will provide instructions and guidance • Access card is temporarily disabled • H&S is notified to complete risk assessment • H&S liaise with Public Health • H&S/PRD review areas for appropriate cleaning protocols • H&S will work with Public Health regarding case management • Student must receive H&S approval to return to campus • If within 14 days, a copy of COVID negative test may be required to re-renter campus

COVID-19 Illness Scenario	Employee	Student
<p>Is the Individual “off campus”?</p>	<ul style="list-style-type: none"> • Stay Home and notify your Manager • Complete Ontario Self-Assessment and follow directions • Access card temporarily disabled • H&S is notified to complete risk assessment • H&S liaise with Public Health • H&S/PRD review areas for appropriate cleaning protocols • H&S will work with Public Health regarding case management • Employee must receive H&S approval to return to campus <p>If within 14 days, a copy of COVID negative test may be required to re-renter campus</p>	<ul style="list-style-type: none"> • Stay Home and notify your Faculty/Chair • Complete Ontario Self-Assessment and follow directions • Access card is temporarily disabled • H&S is notified to complete risk assessment • H&S liaise with Public Health • H&S/PRD review areas for appropriate cleaning protocols • H&S will work with Public Health regarding case management • Student must receive H&S approval to return to campus <p>If within 14 days, a copy of COVID negative test may be required to re-renter campus</p>