COVID-19 REPORTING – ACTIONS TO BE TAKEN

An illness or COVID-19-related situation* is identified by employee or student (*request to isolate/quarantine, presumptive or positive case).

• Employee/student to IMMEDIATELY notify the Case Management team (healthandsafety@ontariotechu.ca or maureen.calhoun@dc-ot.ca) (905.926.2401)
  • It is imperative this be done right away.
  • If the report involves a student, the Case Management team will notify Risk Management.
  • Durham Region Health Department will be notified if the Case Management team becomes aware of a positive or high/low risk case.

Did the person report they became ill while on campus?

Yes

Person is asked to go home immediately. They should avoid using public transit. Transportation support may be provided if needed.

No

Has the employee/student been on campus within the last 14 days?

Yes

The Case Management team to work with the individual to determine locations accessed on campus.

• The Case Management team will work under direction from Public Health Risk Assessment to determine next steps, cleaning protocols etc., as appropriate.

Based on access and case information, the following may be considered (but not limited to):

• Space closure.
• Cleaning and disinfection above standard protocols.
• Support for Public Health contact tracing, if required. This may include issuing letters to low-risk contacts, or providing records and personal contact information of cases and contacts.

No

The Case Management team will work with the individual to ensure the situation has been resolved prior to approving access to campus.

Employee/student is not to return to campus. They may be directed to complete an assessment with followup from Public Health and notify the Case Management team as their situation changes.

• Employee/student is directed to remain home and follow Public Health direction. They are not to return to campus until they have been cleared and the Case Management team has given them permission to return.

In addition to Public Health, the Case Management team and Human Resources will communicate with persons affected to ensure needed supports are available.