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 Health and Safety Officer (maureen.calhoun@dc-ot.ca) (905.926.2401)
- It is imperative this be done right away.
- If report involves a student, Health and Safety 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 → Employee/student is not to return to campus. They may be directed to complete an assessment with followup from Public Health and notify the Health and Safety Officer as their situation changes.

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

- Yes → 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 Health and Safety or Risk Management has given them permission to return.
- No → Health and Safety Officer/Risk Management will work with the individual to ensure the situation has been resolved prior to approving access to campus.

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.

In addition to Public Health, Health and Safety/Risk Management and Human Resources will communicate with persons affected to ensure needed supports are available.

Revised: November 25, 2020

Effective: June 24, 2020