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.

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?

• 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

• Health and Safety and Risk Management to work with the individual to determine locations accessed on campus.
• Health and Safety and Risk Management will work under direction from Public Health Risk Assessment to determine next steps, cleaning protocols etc., as appropriate.

No

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.

Health and Safety Officer/Risk Management will work with the individual to ensure the situation has been resolved prior to approving access to campus.

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

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