

# Employee COVID-19 Symptom Reporting Protocol

Last Update: April 21, 2022

## Overview

Below is an overview of steps that will be taken should an employee (faculty, contract instructor, staff, researcher, teaching assistant) disclose symptoms potentially linked to COVID-19 or a positive COVID-19 test result and have been on campus in the 5 days prior. Questions concerning this protocol should be directed to [Nancy Delcellier](#), Director of Environmental Health and Safety.

Employees are encouraged to continue daily screening using the [screening self-assessment tool in cuScreen](#).

## Summary

- **DO** ensure the employee submits a [Symptom Reporting Form](#) through cuScreen
- **DO** have the employee follow [Ottawa Public Health guidance on testing requirements](#)
- **DO** reach out to [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca) with any questions
- **DON'T** share information about the employee with others
- **DON'T** contact Facilities Management and Planning (FMP) for cleaning
- **ALWAYS** connect with Environmental Health and Safety (EHS) before taking any actions

## Full Protocol

1. **Staff / Contract Staff / Student Staff (employee)**
  - a. Disclosure to manager/supervisor of symptoms potentially linked to COVID-19 and/or potential exposure to someone who has tested positive to COVID-19 in the last 5 days and/or tested positive to COVID-19 (rapid antigen or PCR).
2. If the employee is at work, immediately send them home to self-isolate. If they are at home, instruct them to ensure they are self-isolating until contacted.
3. Ask the employee to follow the [symptom reporting process](#) including submitting the Symptom Reporting Form through [cuScreen](#). Advise that EHS will contact them for follow-up using the contact information from their Symptom Reporting Form submission.
  - a. The completion of the symptom reporting form provides all of the necessary information for Environmental Health and Safety (EHS) and Health and Counselling Services (HCS) to do a proper assessment and follow-up.
4. EHS will check in with the employee and conduct a risk assessment which will assist in determining the next steps including when they can return to campus.

5. While they will be advised to do so by EHS, you may instruct the employee to call EHS with their test results, if they get tested.
6. **In the case of a positive COVID-19 test result, EHS will then :**
  - a. verify the locations on campus where the employee was,
  - b. collect information on who had direct contact with the employee while on campus, and;
  - c. confirm vaccination status, including a third dose booster vaccination, distancing, masking and related behaviours to assist in determining risk EHS will notify direct contacts through contact tracing.
7. If applicable, EHS works with Facilities Management and Planning (FMP) to evaluate areas that might require enhanced cleaning.
8. FMP will coordinate enhanced cleaning and disinfection if required, based on the risk assessment from EHS.
9. EHS will advise the COVID-19 Lead and will connect with the Communications Team to send any required messaging to those members of the Carleton community that need to know.
10. EHS updates the Leadership Team regularly to outline staff illnesses, self-isolation and positive cases.
11. EHS clears employee to return to campus in accordance with Ottawa Public Health guidance.

## Contact Information

Website: [carleton.ca/covid19](https://carleton.ca/covid19)

General Inquiries: [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca)

Environmental Health and Safety (EHS): [nancy.delcellier@carleton.ca](mailto:nancy.delcellier@carleton.ca)

Health and Counselling Services (HCS): [kristie.tousignant@carleton.ca](mailto:kristie.tousignant@carleton.ca)