

# Student COVID-19 Symptom Reporting Protocol

Last Update: April 21, 2022

## Overview

Below is an overview of steps that will be taken should a student 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 [Kristie Tousignant](#), Director of Health and Counselling Services (HCS). Please note that Housing and Residence Life Services has specific protocols in place.

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

## Summary

- **DO** ask the student to submit a [Symptom Reporting Form](#) through cuScreen
- **DO** have the student 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 student with others
- **DON'T** contact Facilities Management and Planning (FMP) for cleaning
- **ALWAYS** connect with Health and Counselling Services (HCS) or Environmental Health and Safety (EHS) before taking any actions

## Full Protocol

### 1. Student

- a. Disclosure to instructor/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 student is on campus, please ask them to go home and self-isolate. If they are at home, ask them to remain in self-isolation until contacted. (Note: For non-direct contacts, if known, ask them to self-monitor.)
  3. Ask the student to follow the [symptom reporting process](#) including submitting the Symptom Reporting Form through [cuScreen](#). Advise that HCS 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. HCS will review the information and conduct a risk assessment based on information obtained from the Symptom Reporting Form and a conversation with the student. HCS will also advise the student when they can return to campus.

**5. In the case of a positive COVID-19 test result, HCS will then:**

- a. verify the locations on campus where the student was,
- b. collect information on who had direct contact with the student while on campus, and;
- c. confirm vaccination status, distancing, masking and related behaviours to assist in determining overall risk (Note: Direct contact is generally defined as less than six feet, with no mask, for at least 15 minutes). HCS will notify direct contacts through contact tracing further to review with Ottawa Public Health.

6. If applicable, HCS and EHS will work with Facilities Management and Planning (FMP) to evaluate areas that might require enhanced cleaning.

7. FMP will coordinate enhanced cleaning and disinfection if required, based on the risk assessment from HCS and EHS.

8. HCS 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.

9. HCS updates the Leadership Team regularly to outline student illnesses, self-isolation and positive cases.

10. HCS clears student 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)

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

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