Student COVID-19 Symptom Reporting Protocol
September 24, 2021

Overview

Below is an overview of steps that will be taken should a student disclose symptoms potentially linked to COVID-19. 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.

Summary

- **DO** ensure the student submits 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 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 10 days and/or tested positive to COVID-19.

2. If the student is on campus, immediately send them home to self-isolate. If they are at home, instruct them to ensure they are self-isolating until contacted. (Note: For non-direct contacts, if known, notify them to self-monitor.)

3. Ensure the student follows the symptom reporting process and submits 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.

4. If symptomatic, direct them to an assessment center near their home for COVID-19 testing. (Note: Have them check Ottawa Public Health for testing locations.)

5. You should also advise covidinfo@carleton.ca that a student has self-declared an illness or other COVID-related factor and that they are completing a Symptom Reporting Form. This will assist in prioritizing a response. Please include the student’s name and Carleton ID number.

6. 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.
7. **In the case of a positive COVID-19 test result, HCS will then:**
   a. Verify the locations on campus where the student was using the QR location codes, and;
   b. Collect information on who had direct contact with the student while on campus.
   c. Confirm vaccination status, distancing, masking and related behaviours to assist in determining overall risk (Note: Direct contact is generally defined as less than 6 feet, with no mask, for at least 15 minutes). HCS will notify direct contacts through contact tracing further to review with Ottawa Public Health.

8. HCS will call Ottawa Public Health to notify of a positive or presumptive case and get any information/support required. HCS or EHS will provide letters to be provided to at-risk close contacts by EHS.

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

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

11. 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. Positive cases are reported on the [COVID-19 website](https://www.carleton.ca/covid19).

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

13. HCS clears student to return to campus in accordance with Ottawa Public Health guidance.

**Contact Information**

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

General Inquiries: covidinfo@carleton.ca

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

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