



COVID-19 ILLNESS RESPONSE PLAN FOR EMPLOYEES – AUGUST 2020

This procedure was created in accordance with Alberta Health guidelines for post-secondary institutions.

Purpose:

To establish a guideline for Employees when they become sick.

General Procedure:

- All employees should be aware of symptoms of illness and not come to work if sick or symptomatic.
- If an employee has symptoms, they should complete the self-assessment on the Alberta Health Services website [AHS COVID-19 Self-Assessment](#) and follow guidance from AHS, which may include booking a COVID-19 test.

Procedure if an employee becomes sick at work:

- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, students, and others, and sent home.
- If the sick employee is waiting for transportation, the employee should perform proper hand hygiene, avoid contact with others, wear a face covering and wait outdoors if possible. If waiting indoors, they should be isolated with a physical distance of 2 meters of anyone and avoid touching any surfaces.
- Once at home, the employee should complete the AHS Covid-19 Self-Assessment and follow the directions or contact 811 for screening and testing.
- All areas where the employee was in contact with or within 2 meters from will be thoroughly cleaned and disinfected. The Facilities Manager should be notified immediately.
- The employee should inform their supervisor of any people they were in close contact with while in the workplace. This information will be provided to AHS if necessary. The supervisor should contact the Covid Response Team at Covid@columbia.ca. Privacy of the employee must be maintained. The supervisor should not inform anyone else in the work place.
- The Employee will remain off-campus until cleared to return by AHS or Covid Response team (as per AHS self-isolation criteria)
- Staff, students and others should be reminded if they experience symptoms associated with Covid-19 while on campus must immediately isolate at home and directed to the AHS Covid Self-Assessment test or contact 811 for screening and testing. They should also notify the College or Covid Response Team as soon as possible.