

## Context

Cambrian College has implemented a number of preventative measures and established controls to protect the health and safety of everyone that accesses its campuses. This includes, but is not limited to:

- Communication through the COVID19 website and emails, signage
- Physical distancing measures
- Modification of academic schedules
- Working and learning remotely when possible
- Enhanced safety measures including masks and face shields
- Reference tools such as a safety infographic, safety video
- “Return To Learning” training for staff, faculty and students.

There, is however, always a risk of someone contracting the COVID-19 virus at the College just like in any other public setting.

## Purpose

To establish a procedure to manage instances of a COVID-19 case on Cambrian College’s campus and satellite sites.

## Scope

This procedure concerns all individuals who have access to campus and/or our satellite sites including student, staff, faculty, external partners and other professional that may have a work agreement with the College.

## COVID-19 SYMPTOMS

- Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu, which include a cough, fever and/or difficulty breathing.
- COVID-19 may be accompanied by additional symptoms, which include sore throat, difficulty swallowing, loss of taste or sense of smell, nausea, vomiting, diarrhea, stomach upset, pneumonia, runny nose or nasal congestion (not due to seasonal allergies).
- Other less common symptoms of COVID-19 include unexplained fatigue, muscle aches or malaise (general feeling of discomfort, weakness , or illness that has recently developed), delirium (a medical term that includes confusion, changes in memory and other strange behaviour), dizziness, aggravation of an existing chronic illness, chills, headaches, pink eye, croup and/or “barking cough”. Multisystem inflammatory syndrome may occur in children (symptoms include persistent fever and a collection of symptoms including upset stomach, nausea, vomiting, diarrhea and in some case the presence of a rash, newborns may also have trouble breastfeeding.
- Symptoms may take up to 14 days to appear after exposure to the COVID-19 virus.

## Operating Procedure

### A. WHEN TO SEEK MEDICAL ADVICE

1. **If you develop two or more symptoms** of COVID-19 you must –
  - i. Call Telehealth Ontario for medical advice at 1-866-797-0000 or contact your public health unit. Be sure to mention your symptoms and travel history; or
  - ii. Call Health Science North’s COVID-19 Assessment Centre at 705-671-7373 daily between 9 am and 5 pm. (see more info at <https://www.hsnsudbury.ca/portalen/Patients-and-Visitors/COVID-19/COVID-19-Assessment-Centre>); or
  - iii. Call your local hospital’s COVID-19 Assessment Centre if you are outside of Sudbury; or
  - iv. Complete the online self-assessment developed by the government of Ontario to obtain recommendation on next steps. <https://covid-19.ontario.ca/self-assessment/>;
2. You must follow the directions given as a result of Telehealth’s assessment, your local health unit, Health Sciences North, your local hospital, or the online self-assessment tool.
3. **If your symptoms worsen**, which may manifest as trouble taking a full breath or shortness of breath when sitting, persistent pain or pressure in the chest, new confusion or difficulty waking, bluish lips or face, feeling faint or passing little or no urine –
  - i. Call 911 or go to the Emergency Department at Health Sciences North or your local hospital and tell them that you need to be tested for COVID-19.

### B. WHAT TO DO IF YOU HAVE COVID-19 SYMPTOMS AND ARE AWAITING TESTING RESULTS

1. YOU MUST NOT RETURN TO CAMPUS.
2. You must follow the advice provided by Public Health once you:
  - Have symptoms of COVID-19; and
  - Test positive to COVID-19; or
  - Are considered positive by a health professional and are awaiting your test results.
3. You must **IMMEDIATELY** contact your supervisor, faculty member or program coordinator by telephone, text or email.  
It is important to provide the following information:
  - Your first and last name;
  - Your contact information (preferably a telephone number);
  - Your department, program, or company;
  - Your employee or student number;

- The dates and times you were on campus;
  - Your work or study area(s) (room number (s), areas frequented, entry and exit, etc.) up to 48 hours prior to the onset of your symptoms or positive test);
4. Identify any College individuals (student, faculty, staff and external partners) that you had CLOSE physical contact with during that period.
    - A close physical contact signifies someone that you spent more than 15 minutes with without personal protective equipment, 2 days prior to the onset of your symptoms or self-isolation.
  5. **In the case of a student—**
    - i. The faculty member/coordinator will notify their Dean who will then notify the Vice President, Academic.
    - ii. The Dean will advise any other individual(s) that may be impacted.
    - iii. The Vice President Academic will notify Senior Team.
    - iv. Public Health Sudbury and Districts may do contact tracing with the assistance of the Vice President of the affected divisions to ensure confidentiality.
    - v. The academic division may contact individuals that may have come into contact with the affected individual during the previous 48 hours.
      - Individuals that are at risk of being exposed will need to be tested for COVID19 and remain off campus until a negative result is received or cleared by a physician to return to the College.
    - vi. The Dean or faculty member of a students' academic division will provide guidelines for possible academic modifications.
  6. **In the case of an employee –**
    - i. The supervisor will contact the Human Resources department.
    - ii. The Human Resources department will provide information about potential compensation.
    - iii. Public Health and an administrator of the employee's division may contact individuals the employee came into contact with during the previous 48 hours.
  7. The College will make the determination, based upon up-to-date public health information, what measures are to be taken, including but not limited to deep cleaning of the area, closure of the area, cancellation of classes, or campus closure, etc. as required.
  8. Public Health Sudbury and District may complete an inspection, if requested, to determine if additional measures should be taken or if additional enhanced safety measures or personal protective equipment should be considered on our campus.

9. Public Health Sudbury and District criteria for self-isolation must be followed. Affected people must advise their contact person at the College if results came back negative for COVID-19.
- 10. DO NOT PRESENT YOURSELF AT THE COLLEGE BEFORE OBTAINING A WRITTEN MEDICAL APPROVAL TO RETURN TO THE COLLEGE (THIS COULD BE A NEGATIVE TEST RESULT). THIS NEEDS TO BE PRESENTED TO YOUR SUPERVISOR OR DEAN.**

#### **WHAT TO DO WHEN YOU HAVE BEEN IN CLOSE CONTACT WITH A PERSON WITH COVID-19?**

- 1. DO NOT COME TO CAMPUS.**
2. You must follow the advice provided by Public Health Sudbury and Districts when you:
  - i. Live or provide care to a person that was diagnosed with COVID-19; or
  - ii. Have had close physical contact for more than 15 minutes up to 2 days (48 hours) with someone diagnosed with COVID-19 before they started their period of self-isolation
3. You must **IMMEDIATELY** contact your supervisor or professor by telephone, text or email.

It is important to provide the following information:

  - Your first and last name;
  - Your contact information (preferably a telephone number);
  - Your department, program, or company;
  - Your employee or student number;
  - The dates and times you were on campus;
  - the work or study area(s), room number(s), area(s) frequented, entry and exit point(s), etc. used up to 48 hours prior to the onset of symptoms of the diagnosed person;
  - The identity of the individual (student, faculty, staff and external partners) that you had CLOSE physical contact with during that period.
    - i. A close physical contact signifies someone that you spent more than 15 minutes up to 2 days (48 hours) prior to the individual having symptoms of COVID-19 until the time the individual went into self-isolation.
4. You must self-isolate for 14 days or get tested for COVID-19.
5. Public Health Sudbury and Districts criteria to cease self-isolation should be followed. Advise your contact person at the College once these conditions are met.
- 6. If you have any two or more of the symptoms listed in the “COVID-19 Symptoms section above, you must follow Section A and Section B of this procedure.**
- 7. You may return to campus if you are symptom free following your 14 day isolation or a negative test.**

## Responsibilities

Unit	Responsibilities
<b>The President and Senior Team</b>	<ul style="list-style-type: none"> <li>Ensuring communication, implementation and adherence to this procedure</li> </ul>
<b>Deans/Directors</b>	<ul style="list-style-type: none"> <li>Being familiar with this procedure</li> <li>Informing the Human Resources department of possible COVID-19 cases</li> <li>Informing students and employees of their obligations, rights and available resources in the event of a COVID-19 outbreak on campus</li> <li>Respecting the supervisor's obligations under the Occupational Health and Safety Act</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>Being familiar with this procedure</li> <li>Informing employees of their obligations, rights and available resources in the event of a COVID-19 outbreak on campus</li> </ul>
<b>Joint Health and Safety Committee</b>	<ul style="list-style-type: none"> <li>Being familiar with this procedure</li> <li>Providing guidance as required</li> </ul>
<b>Staff and Students</b>	<ul style="list-style-type: none"> <li>Being familiar with this procedure</li> <li>Respecting the guidelines of this procedure</li> <li>Respecting the personal obligations as a staff member or student of the College as governed by this procedure</li> </ul>
<b>Community Members</b>	<ul style="list-style-type: none"> <li>Being familiar with this procedure</li> <li>Respecting the guidelines of this procedure.</li> </ul>

## Quality Assurance Compliancy

The Associate Vice President of Human Resources and Student Services has the accountability for ensuring the review and quality assurance of this operating procedure.

## Related Documents /Policies

Ontario Health and Safety Act, RSO 1990, C.O.1 Ontario  
 Canada Occupational Health and Safety Regulations  
 Code of Conduct  
 Health and Safety Policy

## References

<https://www.phsd.ca/>

<https://www.ontario.ca/page/covid-19-stop-spread>

[Cambrian COVID Infographic](#)

[Cambrian Safety Training Video](#)