

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 COVID-19 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 ANY symptoms** consistent with COVID-19 you must –
 - i. Seek testing for COVID-19; or
 - ii. Seek medical advice from a health care provider; or
Complete the Ministry self-assessment tool and follow the direction to test or not to test (<https://covid-19.ontario.ca/self-assessment/>).
 - iii. 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
 - iv. 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
 - v. Call your local hospital's COVID-19 Assessment Centre if you are outside of Sudbury; or
 - vi. Complete the online self-assessment developed by the government of Ontario to obtain recommendation on next steps.
2. You must follow the direction from the Assessment Centre, your health care provider, or the Ministry self-assessment tool for direction for testing or not to test.
3. If you have symptoms persistent with COVID-19 and you are seeking testing, please contact our local Assessment Centre.
4. Appointments are required. Walk-ins will not be seen.
5. DO NOT present yourself at an emergency department or health care provider's office.
6. Drive-through or mobile testing options may be provided.
7. Check with your nearest assessment centre for more information:
Health Sciences North (HSN) Assessment Centre
Clients MUST call 705-671-7373 between the hours of 9 a.m. and 5 p.m., 7 days per week; or,
8. Fill out the online [request form](#) to request an appointment:
[Assessment Centre online information](#)
9. **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. You must self-isolate at home away from household contacts pending testing and result.
2. You must follow the advice provided from the Assessment Centre, your medical provider or the Ministry self-assessment tool once you have symptoms. If you test positive for COVID-19, Public Health will receive notification of your result and will notify you.

C. WHAT TO DO IF A POSITIVE CASE OF COVID-19 IS IDENTIFIED IN THE COLLEGE

Public Health is notified of a positive COVID-19 result in a student, staff, or visitor. Public Health contacts the individual who tested positive to:

- Ensure self-isolation;
- Assess symptoms and exposures;
- Identify close contacts.

Public Health notifies the school COVID-19 lead or designate of the positive COVID-19 test result **IF IT REQUIRES ASSISTANCE WITH CONTACT TRACING**. Otherwise, Cambrian will not necessarily be informed by Public Health of a positive test case involving someone associated with Cambrian.

Within 24 hours, the COVID-19 lead or designate provides Public Health with lists of individuals who may have been in contact with the individual who tested positive (e.g. in the classroom or lab).

Public Health follows up with contacts to provide them with further instruction, based on public health risk assessments. This may include testing, self-isolation and/or self-monitoring.

Public Health follows up daily with the individual who tested positive.

The frequency of follow-up calls or contacts varies depending on individual circumstances.

Public Health discharges the individual who tested positive and their contacts from self-isolation and clears them to return to school or work.

Clearance of cases and contacts is based on provincial guidance outlined in the *Management of Cases and Contacts of COVID-19 in Ontario* and *COVID-19 Quick Reference Public Health Guidance on Testing and Clearance* documents.

The college COVID-19 lead or designate informs the school community that a member of the school community has tested positive for COVID-19.

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.

Public Health Sudbury & 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.

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.

DO NOT PRESENT YOURSELF AT THE COLLEGE UNLESS DIRECTED BY PUBLIC HEALTH SUDBURY & DISTRICTS. If an individual tests positive for COVID-19, Public Health Sudbury & Districts will be in contact with the individual and provide guidance on when they can return to school and / or work. This is based on the [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#)

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C. WHAT TO DO IF YOU HAVE BEEN IDENTIFIED AS A CLOSE CONTACT OF SOMEONE WHO TESTED POSITIVE WITH COVID-19 ?

1. Once Public Health Sudbury & Districts are notified of a positive case (result), public health professionals contact the individual to notify of diagnosis, proceeds with investigation and initiates contact tracing. Close contacts are identified and contacted by Public Health Sudbury & Districts and public health advice is provided based on [Management of Cases and Contacts of COVID-19 in Ontario](#).
2. If you have been contacted by Public Health Sudbury & Districts and you were advised that you were a close contact of a positive case, follow the advice from Public Health Sudbury & Districts.
3. If you think you have been in close contact with someone who has COVID-19, follow these steps:
 - Isolate yourself right away. [Learn how to self-isolate](#);
 - **If you are having difficulty breathing or are experiencing other severe symptoms, call 911;**
 - Find out if you should seek medical attention;
 - Call a local [COVID-19 assessment centre](#);
 - Use the online [COVID-19 self-assessment](#) tool; or
 - Call your health care provider; or
 - Call [Telehealth Ontario](#) at 1-866-797-0000.

D. DECLARING AN OUTBREAK

An outbreak may be declared by the local public health unit when within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in students, staff or other visitors with an epidemiological link (for example, if cases are in the same class or cohort) or at least one case could have been infected in the school

The determination of an outbreak is made at the direction of the Medical Officer of Health. If an outbreak is declared in a school:

- The COVID-19 lead or designate will implement any required outbreak measures.
- Public Health will monitor the situation closely and complete daily phone calls with the COVID-19 lead or designate

- Public Health will declare the outbreak over in accordance with the criteria in guidance documents.

Responsibilities

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

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](#)