Student Reports absence to Faculty.

This flow chart is a guide.
Refer to the Standard Operating Procedure Reducing the Risk of COVID-19 Spread on Campus located on the Intranet.

Legend Responsibilities:
Orange: Faculty
Green: Manager
Yellow: OHS
Purple: Custodial
Grey: Registrar
Dark Pink: Communications
Light Pink- Student

Is the absence COVID 19 related due to symptoms, recent travel, close contact with COVID 19 person or a diagnosis of COVID 19?

YES

NO

Faculty: Follow regular attendance protocol. Policy 1.6.12 located on the College Intranet.

Did the student disclose they are COVID 19 positive.

YES

NO

Did the student report they have been told to self isolate by Public Health.

NO

Faculty: Advise student to contact the St. Clair College Health Centre by phone (519-972-2380) and to complete the Public Health Self Assessment for further direction. Do not provide medical guidance to the student.

Student can return to class when their illness resolves and there is no COVID 19 diagnosis.

YES

Faculty: Immediately notify your Chair, AVP Academics, AVP Safety Security and Facilities Management and the Manager, Health Safety and Wellness. Do not provide medical guidance to the student. Refer them to the St. Clair College Health Centre for follow up. Contact by phone at 519-972-2380.

Determine if any classes need to be suspended on an interim basis

Follow up with necessary faculty

OHS: Will confirm that custodial is notified for deep cleaning of affected areas.

Custodial: Affected areas will be closed, signage posted and a deep cleaning will occur. Notify OHS once completed.

OHS: Will notify the Pandemic Steering Committee who will assess the actions taken and review for recommendations.

Once the assessment is completed, the area will be opened.

FOR A COVID 19 POSITIVE CASE:
Staff and community will be notified if there is a positive case and the steps that the College is taking by the Communications Department. Individual privacy will be maintained.

Student: Provide supporting documentation to the St. Clair College Health Centre to support the absence and clearance to return to school.

OHS to communicate to appropriate chair when the student is able to return.

Accommodation plan to be developed in conjunction with the student.

OHS: will provide any requested information to the Health Unit and will initiate information request from the Registrar.

Registrar will provide information on rooms / sections and affected individuals to OHS.