

COVID 19 REPORTING STEPS TO BE TAKEN - RESIDENCE

Refer to SOP "Reducing the Risk of COVID -19 Spread In Residence."

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COVID-19 related scenario is identified by employee, student or via notification to Residence by the Health Unit. (could be an isolation order, or presumptive positive case)

Residence Staff: **Immediately** notify your manager if you become ill on campus or if you are reporting an absence. Disclose all areas you were on campus within the last 48 hours.

Students: **Immediately** notify residence staff of your illness as well as your Academic school.

General Manager: Notify St. Clair College Health and Safety Department of any reports.

Is the person
Residence staff or
student.

STUDENT

STAFF

Student is to remain in their unit during the isolation period. Support will be provided as detailed in the SOP Reducing the Risk of COVID 19 in Residence.

Staff member must not return to work. They must contact Public Health and follow all directions. Staff will notify General Manager of their location on site within the last 48 hours.

A communication will be directed to students in residence by the General Manager indicating an individual with a possible COVID-19 test has been identified in residence and the actions that are being taken. Individual privacy will be maintained.

The area of contact will be closed and a deep cleaning will be conducted by custodial. Signage indicated the area is closed will be posted by custodial. An assessment will be made by the Pandemic Steering Committee to determine whether further measures, such as additional PPE or other procedures, need to be considered. The Chair or designate will review the actions with the committee.

For common areas, the area of contact will be closed and a deep cleaning will be conducted by custodial. Signage indicated the area is closed will be posted by custodial. Student will clean own unit during isolation.

An assessment will be made by the Pandemic Steering Committee to determine whether further measures, such as additional PPE or other procedures, need to be considered. The Chair or designate will review the actions with the committee.

Supporting documentation for the absence and Medical clearance to return is required prior to authorization to return to campus.

Employees: Submit documentation to General Manager

Once deep cleaned the area will be re-opened and applicable staff and students notified by the General Manager. For individual units where a student is isolating, once an isolation order is lifted, cleaning of the unit will be done in accordance with guidelines from public health.

Residence General Manager, Health and Safety and Health Centre will support Public Health with any contact tracing requests.

Students shall provide supporting documentation and medical clearance to the St. Clair College Health Centre