

Staff reports a medical absence.

Is the absence COVID-illness related?

YES

NO

If academic classes are impacted the College will determine if any classes are to be suspended on an interim basis

Follow regular absence management process.

Manager: Advise staff member to complete the Public Health Self Assessment tool for further direction and to contact a Health Practitioner (Physician, Nurse Practitioner etc.) for an evaluation. Advise employee that Acclaim Ability Management will be initiating contact.

Manager: If staff member discloses they are confirmed COVID-19 positive and they were on campus in the last 48 hours the manager is to gather information on what areas they were in from the employee and notify Health and Safety (OHS) and Facilities **IMMEDIATELY**

OHS: will confirm that custodial is notified for deep cleaning.

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

OHS: will notify the Pandemic Illness Response 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.

Manager: Complete the Pandemic Illness Absence Report in Peoplesoft.

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.

Attendance Support: Human Resources  
Full Time Staff: Human Resources will coordinate with Acclaim will be utilized as of the first day of absence.  
Part Time Staff: HR will administer attendance support.

Staff: must provide supporting documentation as requested by Acclaim and /or Human Resources. Do not attend campus until medically cleared.

**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:  
Green: Manager  
Yellow: OHS  
Purple: Custodial  
Dark Blue: HR  
Grey: Registrar  
Dark Pink: Communications  
Light Pink- Staff