

Appendix C: COVID-19 Outbreak - Symptomatic Individuals Accessing Confederation College (or in case of exposure)

Return to Campus, Post COVID-19 Closure

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General

The aim of this document is to establish a protocol for handling a COVID-19 outbreak at Confederation College.

Confederation College is responsible for implementing all possible prevention and control measures to ensure the health and safety of all individuals within its facilities. However, there is always a risk of contracting COVID-19 at Confederation facilities, as is the case in any other public space.

This protocol is for all individuals who can access Confederation College campuses, including students, employees, community partners and other professionals or tradespeople who have work arrangements with the College.

COVID-19 Symptoms

The following is a brief list of the most common symptoms of COVID-19. For a complete list, visit [COVID-19: Stop the Spread](#) (Government of Ontario).

- Fever (feeling hot to the touch, a temperature of 37.8°C or higher)
- Chills
- Cough that's new or worsening (continuous, more than usual)
- Barking cough or making a whistling when breathing (croup)
- Shortness of breath (out of breath, unable to breathe completely)
- Sore throat
- Difficulty swallowing
- Runny, stuffy or congested nose (not related to seasonal allergies or other known causes or conditions)
- Lost sense of taste or smell
- Pink eye (conjunctivitis)
- Headache that's unusual or long lasting
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)
- Muscle aches
- Extreme tiredness that is unusual (fatigue, lack of energy)

Anyone with any symptom of COVID-19, even if mild, should [self-isolate](#) and contact their local health unit for further instructions.

- Thunder Bay District Health Unit: www.tbdhu.com/coronavirus
- Northwestern Health Unit: www.nwhu.on.ca/Pages/coronavirus.aspx
- Find other Ontario health units: www.health.gov.on.ca/en/common/system/services/phu/locations.aspx

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Protocol

- Students, employees and community partners experiencing symptoms of COVID-19 should use the COVID-19 self-assessment tool provided by the Ontario government to learn how to get the necessary care: <https://covid-19.ontario.ca/self-assessment>.
- Students, employees and community partners in distress (e.g. significant difficulty breathing, chest pain, fainting or significant worsening of any symptoms of a chronic illness) should go to the nearest emergency room or call 9-1-1.
- The [Thunder Bay District Health Unit](#) advises that anyone with ANY [symptom](#) of COVID-19 should stay home (do not go to school, work or any public places) and call to be assessed for testing.

Testing is also available for:

- People without symptoms who are concerned that they have been exposed to COVID-19 (this includes people who are contacts of or may have been exposed to a confirmed or suspected case).
- People without symptoms who are at risk of exposure to COVID-19 through their employment, including essential workers (e.g. health care workers, grocery store employees, food processing plants).
- People wanting to resume visits at Long-Term Care Homes, Retirement Homes and other residential care settings.

To be assessed and scheduled for testing, call the [assessment centre](#) nearest you. Appointments are required.

You must follow [Thunder Bay District Health Unit](#) guidelines when you:

- Have symptoms associated with COVID-19; and
- Test positive for COVID-19; or
- Are considered to be a probable case by a health care professional and are waiting for your test results; or
- Have been exposed to someone who is considered a probable case by a health care professional and are waiting for your test results.

You must **IMMEDIATELY** notify your professor (students), direct supervisor (employees) or College contact (community partners) by phone, text or email.

DO NOT GO TO THE COLLEGE. You must also complete our [COVID-19 Reporting Webform](#).

The information in this form is sent to a confidential mailbox accessed only by designated representatives of the Organizational Effectiveness (OE) division.

You will be required to provide the following information when completing the webform:

- Full name
- Email address
- Phone number
- Department, program or company name
- Employee or student number (if applicable)

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- The dates in which you were on campus over the 72 hours prior to the onset of symptoms or your positive test results, including arrival and departure times
- The work and learning areas (rooms, laboratories, common areas and/or outside areas) that you used up to 72 hours prior to the onset of your symptoms or your positive test results
- The people at the College (students, professors, department staff, etc.) with whom you had DIRECT contact. Direct physical contact refers to contact for over 5 minutes up to 2 days (48 hours) before you exhibited symptoms and before you began to self-isolate.

The professor or supervisor is responsible to notify the Dean or Director responsible for the department, who in turn is responsible for immediately advising the Director of Public Safety and Risk Management or their designate. The Director of Public Safety and Risk Management, or their designate, will then advise:

- The Senior Leadership COVID-19 Response Team for information purposes
- Facilities Services to perform additional cleaning of all affected areas
- The Organizational Effectiveness division to ensure privacy requirements are followed while performing any necessary contact tracing
- The Joint Occupational Health and Safety Committee for information purposes

The affected individual will receive a call from a representative of the OE division to collect information required for follow-up.

All individuals who were in contact with the affected individual in the 48 hours prior to the onset of symptoms will be contacted by the Dean of the Academic School (students), the Organizational Effectiveness division (employees) or the designated College contact (community partners) and advised to self-monitor. The Joint Occupational Health and Safety Committee and Senior Leadership COVID-19 Response Team will also be notified by the OE representative.

The work and learning areas used by the individual up to 72 hours prior to notification will be temporarily closed for cleaning and disinfection using a product approved by Health Canada. Cleaning and disinfection will be carried out immediately by staff who have been trained to apply measures involving physical distancing, hand washing and the wearing of personal protective equipment (PPE), including disposable gloves and masks.

An assessment will be made by the Senior Leadership COVID-19 Response Team to determine whether further measures, such as additional PPE or other procedures, need to be considered.

Students, employees and community partners must meet the criteria to end self-isolation set by the Thunder Bay District Health Unit. When these criteria are met, the affected individual will contact the OE representative to confirm. The OE representative will then contact the appropriate parties to arrange for the student, employee or community partner to return to the College campus.

DO NOT GO TO THE COLLEGE UNTIL YOU HAVE RECEIVED WRITTEN APPROVAL FROM THE COLLEGE TO DO SO.