An illness or COVID-19-related situation is identified by employee or student (i.e. a request to isolate/quarantine or a presumptive positive case).

- **Employees:** **IMMEDIATELY** notify health and safety officer at maureen.calhoun@dc-uoit.ca. If this is a situation on campus, call 905.926.2401. Supervisors are to contact the health and safety officer as above.
- **Students:** **IMMEDIATELY** notify risk manager at susan.smikle@durhamcollege.ca or their academic school office who will then notify the risk manager.
- Please note: it is crucial that the above steps be done right away.

Employee/student is not to return to campus. They are to contact Public Health for further direction and notify the health and safety officer/risk manager as their situation changes.

Has employee/student been on campus within the last 14 days?

- **NO**
  - Health and safety officer/risk manager will require confirmation of clearance by Public Health in order for employee/student to be permitted to return to campus.
- **YES**
  - Based on who the employee or student had contact with or where they were while on campus, the following steps may be taken:
    - Closure of the areas accessed for required amount of time.
    - Extensive cleaning and sanitization of the areas accessed.
    - Support provided for Durham Region Public Health contact-tracing.
  
  Health and Safety, Risk Management and Human Resources will communicate with those affected to ensure needed supports are available.

Person is asked to go home immediately – avoiding public transit if possible.

Employee/student is directed to remain home and follow Public Health direction. They are not to return to campus until they have been cleared by Public Health and approved to return by the Health and Safety/Risk Management office.

If an area associated with the case has been closed, it will re-open once it is safe to do so.

Once a case has resolved and the individual has recovered, Health and Safety/Risk Management will approve the individual to return to campus.