**ACTIONS TO BE TAKEN**

1. Illnesses that impact remote or in-person attendance should be reported to an employee’s direct supervisor or a student’s school office.
2. If an illness is related to COVID-19 symptoms or situation, employees or students should follow the process below.
   - Employees: notify health and safety officer at 905.926.2401 or maureen.calhoun@dc-uoit.ca.
   - Students: notify risk manager at susan.smikle@durhamcollege.ca or their academic school office who will then notify the risk manager.

**COVID-RELATED ILLNESS REPORTING PROCESS**

- **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.**

  - Did the person report they became ill while on campus?
    - **NO** ➞ Has employee/student been on campus within the last 14 days?
      - **YES** ➞ The individual is not to return to campus until approved to do so by the Health and Safety/Risk Management office.
      - **NO** ➞ Employee/student is directed to remain home and follow Public Health and Durham College direction. They are not to return to campus until approved to do so by the Health and Safety/Risk Management office.

  - **YES** ➞ Person is asked to go home immediately – avoiding public transit if possible.

- **Health and Safety/Risk Management office to work with appropriate persons to determine locations accessed on campus.**
  - The College will work with the Health Department to determine next steps and cleaning protocols, as appropriate.

- Based on access and case information, the following may be considered (but not limited to):
  - Space closure.
  - Cleaning and disinfection above standard protocols.
  - Support for Public Health contact tracing, if required. This may include issuing letters to low-risk contacts, or providing records and personal contact information of cases and contacts.

- Health and Safety, Risk Management and Human Resources will communicate with those affected to ensure needed supports are available.

**REVISED NOVEMBER 25, 2021**