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

- Employees: **IMMEDIATELY** notify health and safety officer at 905.926.2401 or maureen.calhoun@dc-uoit.ca.
- 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 and in order to maintain privacy this information should only be shared with the individuals noted above.

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**
  - 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.
- **Yes**
  - 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 approved to do so by the Health and Safety/Risk Management office.

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

- **Yes**
  - Health and Safety/Risk Management office to work with appropriate persons to determine locations accessed on campus.
  - The College will work under direction from Public Health Risk Assessment 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.
- **No**
  - The individual is not to return to campus until approved to do so by the Health and Safety/Risk Management office.