



COVID – 19 PROCEDURE FOR SICK EMPLOYEES

This procedure was created for the University of Calgary in accordance with the Alberta Health guidance for post secondary and was made effective on June 10, 2020.

Purpose:

To establish a guideline for employees when they become sick.

General Procedure:

- All employees should be aware of symptoms of illness and **not come to work if sick or symptomatic**.
- If an employee has symptoms, they should complete the self assessment on the Alberta Health Services website [AHS COVID-19 Self-Assessment](#) and follow guidance from AHS, which may include booking a COVID-19 test.

Procedure if an employee becomes sick at work:

1. If an employee becomes sick while at work, they should leave the workplace immediately if they are well enough (see transportation options below).
 - The employee should wear a mask while leaving the workplace and/or while waiting for transportation. Campus Security (403-220-5333) can be contacted to provide a mask to sick employee
 - If employee needs to wait for transportation, they may stay in their current work location while maintaining a 2-meter physical distance from others.
 - If weather is nice and employee is well enough, they can stay outside while waiting for transport.
2. Instruct employee to perform hand hygiene and avoid contact with others or the environment.
3. Clean and disinfect areas and surfaces that the employee was in contact with or within two meters from.
 - Refer to Cleaning and Disinfecting instructions in lab and worksite safety plans.
 - Contact Facilities Caretaking or Staff Wellness for guidance on cleaning and disinfecting as needed.
 - Common areas can be cleaned by Facilities Caretaking through a customer care request (403) 220-7555.

4. Employee should inform supervisor of any people who they were in close contact with while in the workplace (within 2 meters without physical barrier or without PPE). If this information is required, it will be provided to AHS and to Staff Wellness.
5. To maintain privacy, supervisor should not inform anyone else in the work area. AHS will provide guidance on notification and additional precautions or isolation if required.
6. Staff Wellness should be notified of employee, department, work location, actions taken, and any potential contacts. Staff Wellness will follow up with AHS and provide this information to assist with AHS in performing contact tracing, if required.
7. Once at home, employee should complete the self-assessment on the Alberta Health Services website [AHS COVID-19 Self-Assessment](#) and follow the directions.
8. Employees will remain off campus until cleared to return by AHS or Staff Wellness (based on AHS isolation criteria).

Recommended transportation options (in order):

1. Employee drives self home.
2. Pickup by family or friend:
 - Remind employee to keep distance.
 - Masks can be obtained through Campus Security (403-220-5333) if department does not have a mask to give to employee.
 - Have a co-worker come to pick up mask.
3. Pickup by taxi:
 - Provide employee with mask and instructions to perform hand hygiene before entering the vehicle.
 - Avoid touching inside the vehicle
 - Keep mask on for the duration of ride
 - NOTE that you will have to check with the taxi company if they will be able to transport and take precautions (e.g. clean inside of vehicle, etc.)
4. Public transportation (bus, c-train) is NOT allowed under public health orders.
5. Call 911 for individuals requiring emergency medical assistance. Let the operator know that they could have COVID-19, so they can make appropriate arrangements to care for them safely.