

 COVID-19 Safe Work Practice—Student COVID-19 Illness Process			
COVID-19 SWP	Responsible Administrator		
OHS2020-020	EOC Policy Group		
Committee Name			
Joint Health and Safety Committee			
Approved by	Replaces	Category	Next Review
Joint Health and Safety Committee	New		2021
Date Issued	Date Revised	Related Policies, Reference	
August 17, 2020		OP.402 Health and Safety COVID-19 Exposure Control Plan	

CapU’s priority is the health and safety of both students and employees. The following protocol is designed as a general best practice that can be used as a student COVID-19 illness process in conjunction with the University’s response to COVID-19 and in accordance with the [COVID-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector](#).

Primary guidelines for students when they become sick should include, but are not limited to:

1. Do not attend activities if you are sick or feel cold or flu-like (COVID-19) symptoms such as: new or worsening cough, chills, shortness of breath, fever, new muscle aches, headache and/or sore throat.
2. All students should be aware of symptoms of illness and not come to the University if sick or symptomatic.
3. If a student has symptoms, they should complete the BC Centre for Disease Control (BCCDC) [COVID-19 Self-Assessment](#) and follow guidance from BCCDC, which may include booking a COVID-19 test.
4. Instructors and lab supervisors are required by the *COVID-19 Go-Forward Guidelines for B.C.’s Post-Secondary Sector* document to maintain a record of attendance, in the event of contact tracing. Contact tracing would be the responsibility of BCCDC, if the student tests positive for COVID-19.



Procedure if a student becomes sick while at university:

1. If a student becomes sick, they should leave the classroom, lab or workspace immediately if they are well enough (see transportation options below).
 - a. The student should wear a mask while leaving the premises and/or while waiting for transportation. Campus Security/First Aid (604 984 1673) can be contacted to provide a mask to a sick student.
 - b. If the student needs to wait for transportation, they may stay indoors while maintaining a two-metre physical distance from others.
 - c. If weather is nice and student is well enough, they can stay outside while waiting for transport.
2. Instruct student to perform hand hygiene and avoid contact with others or the environment.
3. Identify the areas and surfaces that the student was in contact with or close to (within two metres) for cleaning:
 - a. Refer to the Safe Work Practices for both classrooms and offices
 - b. Contact cleaningrequest@capilanou.ca to request cleaning
 - c. Contact safety@capilanou.ca to notify of the exposure
4. Once at home, the student should complete the [COVID-19 Self-Assessment](#) on the BC Centre for Disease Control website or call 8-1-1 and follow the directions.
5. Students should inform their supervisor, instructor or, if in residence, their residence advisor of their absence.
6. Students may also reach out to support resources such as Student Success, Registrar's Office, Centre for International Experience, Indigenous Student Services and residence advisors.
7. Student should attempt to identify a list of people with whom they were in close contact (within two meter without physical barrier or without PPE) should a positive COVID-19 test indicate a need for contact tracing.
8. Students will remain off campus until cleared to return in accordance with self-assessment or testing results (based on BC Centre for Disease Control isolation criteria).

Procedure if a student becomes sick while on practicum:

1. If a student becomes sick, they should follow the instructions of their practicum site.
2. Once at home, the student should complete the [COVID-19 Self-Assessment](#) on the BC Centre for Disease Control website and follow the directions.



3. Students should inform their supervisor, instructor or, if in residence, their residence advisor of their absence.
4. If it is determined that the illness was contracted as a result of the practicum, the student should fill-out the appropriate WorkSafeBC Claim.

Recommended transportation options (in order):

1. Student drives themselves home.
2. Pick up by family or friend:
 - a. Remind student to keep distance.
 - b. Masks can be obtained through Campus Security/First Aid (604 984 1673) if department does not have a mask to give to student.
 - c. Have a peer come to pick up mask.
3. Pick up by taxi:
 - a. Provide student with mask and instructions to perform hand hygiene before entering the vehicle.
 - b. Avoid touching inside the vehicle.
 - c. Keep mask on for the duration of ride.
 - d. Note: you will have to check with the taxi company if they will be able to transport and take precautions (e.g., clean inside of the vehicle, etc.).
4. Public transit is asking people not to ride the bus, SeaBus or SkyTrain if they have COVID-19 symptoms.
5. Call 9-1-1 for individuals requiring emergency medical assistance.

Continue to practice good hand-washing techniques and hygiene practices.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand rub to clean your hands.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cough or sneeze into your elbow or sleeve.
- Dispose of tissues appropriately.
- Avoid contact with sick people and stay at home or in your residence room if you are experiencing flu-like symptoms.
- Frequently clean high-touch surfaces such as electronics, computer keyboards and phones.
- Practice physical distancing—maintaining at least two-metres distance between yourself and others.