

A-B-Cs of Going Home Sick with COVID-19-like Symptoms

If you start to feel sick with COVID-19-like symptoms:

A – Go Home

- Wash hands and maintain 2m distance
- Wear a mask while leaving/waiting for a ride
- Complete the [COVID-19 Self Assessment](#)



B – Tell someone you've gone home

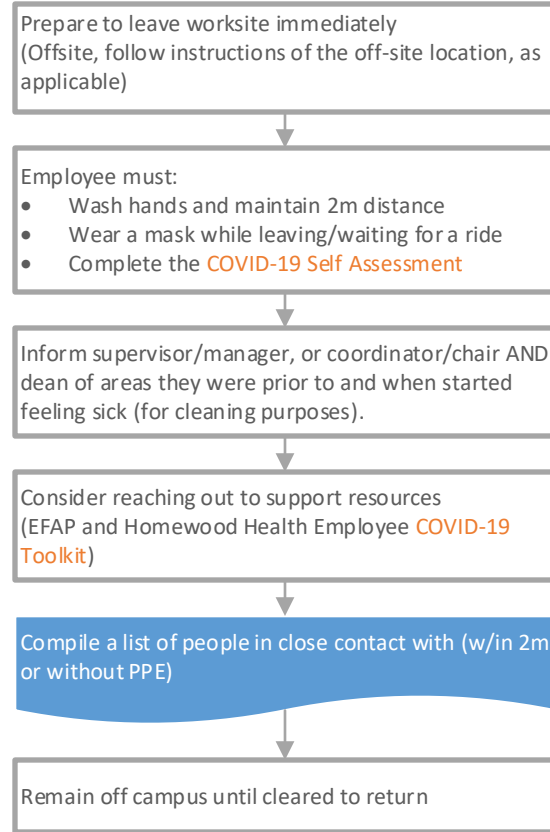
C – Stay home until cleared to return

And follow the more detailed steps on the pages below.

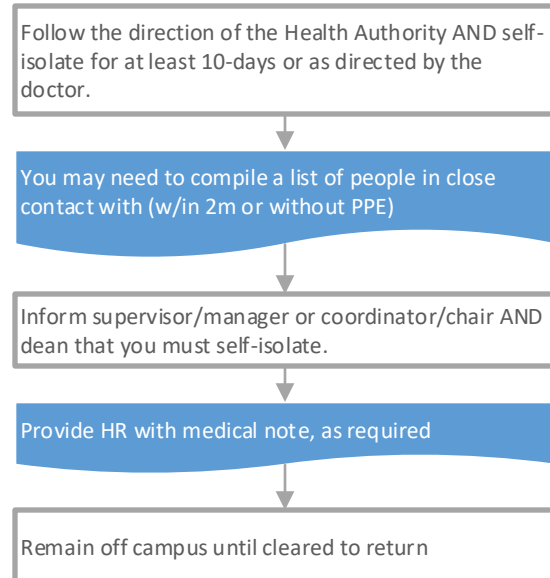
COVID-19 Illness Process - Employee

NOTE: Each situation will be unique and should be considered case-by-case

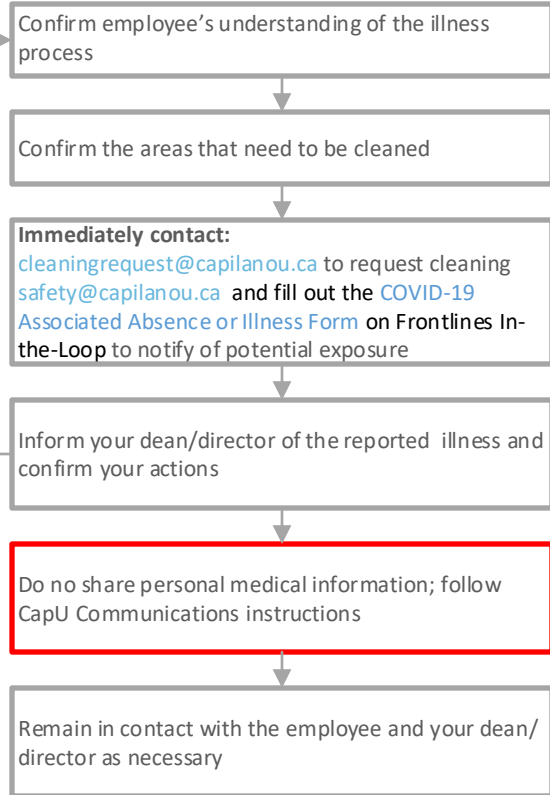
Employee Becomes Sick w/ COVID-19-like Symptoms & Goes Home



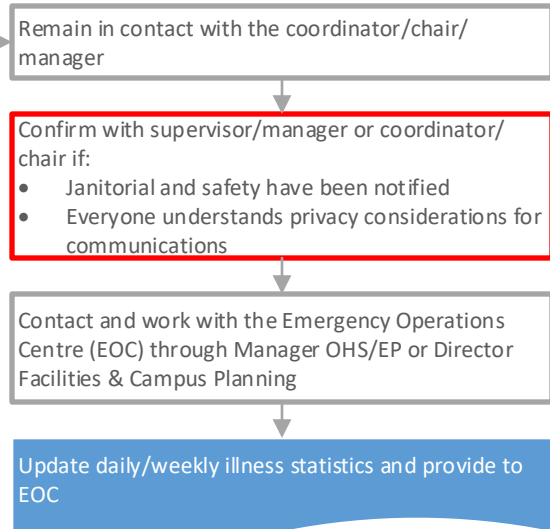
Employee Receives Positive COVID-19 Test Results OR Employee is a "Contact" of Positive COVID-19 Tested Person



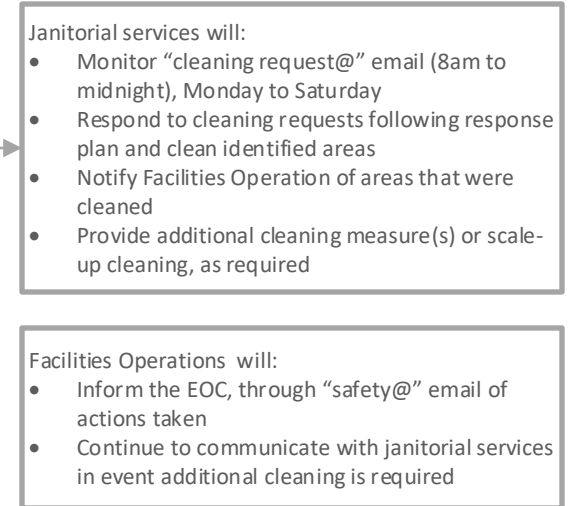
Coordinator/Chair or Supervisor/Manager Duties



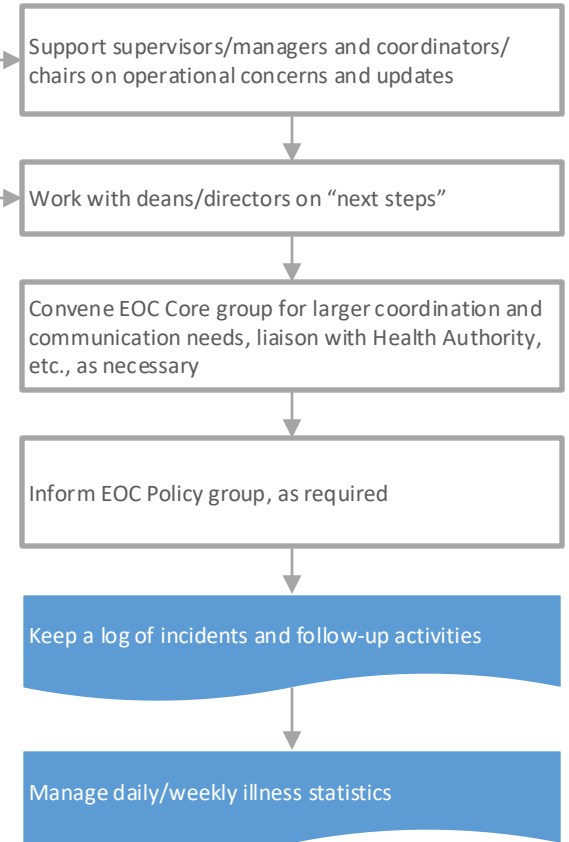
Dean/Director Duties



Cleaning & Janitorial Duties



Emergency Operations Centre (EOC) and Health & Safety Duties



COVID-19 Illness Process - Student

NOTE: Each situation will be unique and should be considered case-by-case

Student Becomes Sick w/ COVID-19-like Symptoms & Goes Home

Prepare to leave campus/field trip/event immediately (Offsite, follow instructions of the off-site location, as applicable)

Student must:

- Wash hands and maintain 2m distance
- Wear a mask while leaving/waiting for a ride
- Complete the [COVID-19 Self Assessment](#)

Inform instructor/coach/residence advisor of areas they were prior to and when started feeling sick (for cleaning purposes).

Consider reaching out to support resources (Student Success, Registrar's Office, Center for International Experience, Indigenous Student Services, residence advisor)

Compile a list of people in close contact with (w/in 2m or without PPE)

Remain off campus until cleared to return

Student Receives Positive COVID-19 Test Results OR Student is a "Contact" of Positive COVID-19 Tested Person

Follow the direction of the Health Authority AND self-isolate for at least 10-days or as directed by the doctor.

You may need to compile a list of people in close contact with (w/in 2m or without PPE)

Inform instructor/coach/residence advisor that you must self-isolate.

Provide medical note, as required

Remain off campus until cleared to return

Instructor/Coach/Residence Advisor Duties

Confirm student's understanding of the illness process

Confirm the areas that need to be cleaned

Inform your supervisor/manager or coordinator/chair AND dean of illness and confirm your actions

Do not share personal medical information; follow CapU Communications instructions

Remain in contact with the student and your supervisor/manager or coordinator/chair AND dean as necessary

Coordinator/Chair or Supervisor/Manager Duties

Confirm the areas that need to be cleaned

Immediately contact: cleaningrequest@capilano.ca to request cleaning safety@capilano.ca and fill out the [COVID-19 Associated Absence or Illness Form on Frontlines In-the-Loop](#) to notify of potential exposure

Inform your dean/director of the reported illness and confirm your actions

Do not share personal medical information; follow CapU Communications instructions

Remain in contact with the instructor/coach/residence advisor and your dean/director as necessary

Dean/Director Duties

Remain in contact with the coordinator/chair/manager

Confirm with supervisor/manager or coordinator/chair if:

- Janitorial and safety have been notified
- Everyone understands privacy considerations for communications

Contact and work with the Emergency Operations Centre (EOC) through Manager OHS/EP or Director Facilities & Campus Planning

Update daily/weekly illness statistics and provide to EOC

Cleaning & Janitorial Duties

Janitorial services will:

- Monitor "cleaning request@" email (8am to midnight), Monday to Saturday
- Respond to cleaning requests following response plan and clean identified areas
- Notify Facilities Operation of areas that were cleaned
- Provide additional cleaning measure(s) or scale-up cleaning, as required

Facilities Operations will:

- Inform the EOC, through "safety@" email of actions taken
- Continue to communicate with janitorial services in event additional cleaning is required

Emergency Operations Centre (EOC) and Health & Safety Duties

Support supervisors/managers and coordinators/chairs on operational concerns and updates

Work with deans/directors on "next steps"

Convene EOC Core group for larger coordination and communication needs, liaison with Health Authority, etc., as necessary

Inform EOC Policy group, as required

Keep a log of incidents and follow-up activities

Manage daily/weekly illness statistics