



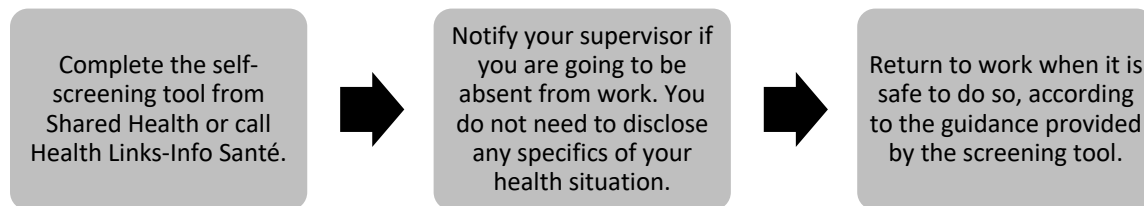
Procedure for Responding to Staff who have COVID-19 Symptoms

At all Assiniboine campuses, staff, students and visitors are all required to self-screen for COVID-19 before entering the building.

If a staff member at Assiniboine believes they are exhibiting any symptoms of COVID-19, they should:

- Complete the [self-screening tool from Shared Health](#) and / or call Health Links-Info Santé toll free in Manitoba at 1-888-315-9257 (in Winnipeg at 204-788-8667).
- Staff should alert their supervisor about being absent from work, they are not expected or required to disclose their personal health status to the college, either when they have symptoms or are returning to work.
- **If an individual is experiencing severe symptoms or difficulty breathing, they should call 911 immediately.**

Based on test results, local public health officials will advise the individual what actions should be taken.



When a case of COVID-19 is confirmed, follow the provincial guidance for isolation found [here](#).

- Confirmed positive cases are encouraged to notify their supervisor of your positive test result. Disclosing this information is voluntary but helps with efforts to keep the college environment safe. If you do not know who your chairperson is, you can also contact your school office.
- Confirmed positive cases should notify their close contacts, including household members. See guidance on notifying close contacts [here](#).

If you come into receipt of information being voluntarily disclosed to you regarding a positive COVID-19 case within the college community, as an employee of Assiniboine you must notify David Taggart, Manager of Health and Safety and Building Operations via email at taggardd@assiniboine.net or extension 7025.

FAQs for Staff

1. What are the symptoms I should look out for?

Manitoba Health outlines symptoms of COVID-19. Please use their COVID-19 screening tool online at sharedhealthmb.ca/covid19/screening-tool. You may also call 1-877-308-9038.

2. What do I do if I am experiencing any COVID-19 symptoms?

If you are at home and experiencing symptoms of COVID-19 as indicated by the Shared screening tool, you must:

1. Follow the guidance provided by the [Shared Health COVID-19 Screening Tool](https://sharedhealthmb.ca/covid19/screening-tool)
2. Stay home and don't go to work, even if your symptoms are mild.
3. Tell your supervisor that you are feeling unwell

If you are already at College and experiencing symptoms of COVID-19, you must:

1. Let your supervisor know that you are feeling unwell, leave college and go home.
2. Call Health Links -Info Santé (204-788-8200 or 1-888-315-9257) or take the [Shared Health COVID-19 Screening Tool](https://sharedhealthmb.ca/covid19/screening-tool) and follow the guidance provided

For further information specific to various scenarios, please refer to the next section of Scenario FAQs at the end of this document.

3. What can I do to protect myself on campus?

You can take the followings steps to help prevent the spread of COVID-19.

- Get vaccinated against COVID-19 and receive your third dose once eligible.
- Wash your hands often with soap and water or sanitize your hands regularly.
- Cover your face with a mask or face covering when possible.
- Avoid touching your mouth, eyes and nose.
- Regularly clean your workstations and objects with disinfectants that are touched frequently. This includes regularly disinfecting electronic devices (e.g., phones, tablets, laptops) with an alcohol (70 per cent) wipe.
- Avoid sharing cups, glasses, dishes or cutlery, and ensure cups, glasses, dishes, and cutlery are thoroughly cleaned using soap and warm water after each use.
- Practice physical distancing techniques to conduct business as much as possible, including telephone and video conferencing.
- Greet with a wave instead of handshakes and fist bumps.

4. What is the college doing to minimize the spread of COVID-19 on campuses?

Assiniboine continues to uphold safe operations of college campuses and has taken many steps to minimize the spread of COVID-19 and educate staff and students on contributing to healthy environments. This includes, but is not limited to, increased cleaning schedules, sanitization stations and plexiglass barriers. The college has also hosted on-campus vaccination clinics and implemented the COVID-19 Campus Access policy. For a complete list of proactive preventive steps, please visit assiniboine.net/campus-covid.

5. What if I want to go home after a colleague leaves campus because they told me they have symptoms of COVID-19?

If you are a staff member who is able to work fully productively from home, you may be able to do so. If you are unable to work effectively from home, you will need to discuss leave options with your

supervisor.

- 6. *The person who showed symptoms and is at home wasn't working directly in my area, but I'd still like my workspace to be disinfected. Can that be done?***

Yes, this can be done. Please contact David Taggart Manager, Health & Safety and Building Operations via email at taggardt@assiniboine.net.

- 7. *How long does it take facilities to disinfect an area if someone who has symptoms has left and was previously in that space?***

It generally takes our Facilities team 15 minutes to disinfect a space, depending on the size of the area. For further information please contact Manager, Health and Safety via email taggardt@assiniboine.net.

- 8. *How can we be sure anyone who gets sick is getting tested?***

Individuals receiving tests is a confidential matter and Assiniboine will respect relevant access and privacy laws (FIPPA and PHIA). We encourage anyone experiencing symptoms to refer to the [Shared Health COVID-19 Screening Tool](#) and follow the guidance provided. Please practice kindness and consideration during these changing times.

- 9. *Isn't it my right to know if someone I work near is getting tested for COVID-19?***

Individuals receiving tests is a confidential matter and Assiniboine will respect relevant access and privacy laws.

- 10. *Can I work from home?***

If you can work at full capacity productively at home and your job does not require you to be on campus, you should have a conversation with your supervisor to work from home and complete the temporary Work from Home request form.

If you are unable to work from home, but would like to lessen your time on campus talk with your supervisor, there are a number of options that could be considered, including some form of leave, reduced hours or a workshare with another employee with similar responsibilities.

- 11. *Is there a general HR sick line that we should be reporting to if we have symptoms and want to let someone know we're self-isolating while awaiting test results?***

Please report any sick leave to your supervisor as per normal. For any additional information or questions please connect with Human Resources via email humanresources@assiniboine.net.

- 12. *If a co-worker is off work because they had/have symptoms and they voluntarily told me they are awaiting testing results, if I was in contact with them, should I also isolate and go on sick leave?***

Contact Health Links-Info Santé (204-788-8200 or 1-888-315-9257) for further information and instructions on what to do next. Individuals receiving tests is a confidential matter and Assiniboine will respect relevant access and privacy laws.

- 13. *I'm worried someone I work with may be sick, but they are coming to work. What should I do?***

Discreetly discuss this with your supervisor who will then manage the situation. For any additional information, please connect with Director, Human Resources.

- 14. *I'm worried someone I work with may have been in contact recently with someone who could have COVID-19. What should I do?***

Anyone who believes they are a close contact of someone who has recently tested positive for COVID-

19 can call Health Links to be assessed. Health Links will determine if they are to be tested and provide recommendations (e.g., self-monitoring or self-isolation). Further guidance on self-isolation for close contacts can be found [here](#).

15. How long does a person need to isolate if they have flu-like or COVID-19 symptoms and they have a test that says they do not have COVID-19?

[Public Health](#) indicates a person may return to work or school 24 hours after they are symptom-free if they have a COVID-19 test and the result confirms that they do not have COVID-19.

16. How long does a person need to isolate if they have a COVID-19 test that shows they have COVID-19?

Follow the guidance found [here](#) indicating the length of time you need to self-isolate should you test positive, including the minimum amount of time required and how long symptoms must have resolved before you resume regular activity.

17. A member of my family/someone I've been in contact with outside of the college community is awaiting COVID-19 test results. Should I stay home?

Contact Health Links -Info Santé (204-788-8200 or 1-888-315-9257) for further information.

References

Manitoba Health: Symptoms. <https://sharedhealthmb.ca/files/covid-19-get-tested-fact-sheet-eng.pdf>

Manitoba Shared Health - COVID-19 Screening Tool and Health Links Direction.

<https://sharedhealthmb.ca/covid19/screening-tool/>

Information pertaining to symptoms. <https://www.gov.mb.ca/covid19/updates/resources.html>

Government of Canada – prolonged exposure definition. <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/interim-guidance-cases-contacts.html>

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