

COVID-19 PROCEDURE FOR SICK EMPLOYEES

Updated November 13, 2020

In support of the University's COVID-19 Rapid Response Plan, this document provides guidance to employees on steps they should follow when feeling unwell to assist in preventing the spread of COVID-19.

General Procedure

If you have had **any of these symptoms** during the past ten days, stay home and do not go to campus. If you develop any of these symptoms while on campus, go to your home right away (travel safely: avoid public transit; wear your mask; wash your hands; practice proper distancing):

- Fever
- New onset of cough or worsening of chronic cough
- New or worsening shortness of breath
- New or worsening difficulty breathing
- Sore throat
- Runny nose
- Chills
- Painful swallowing
- Stuffy nose
- Headache
- Muscle or joint ache
- Feeling unwell, fatigue or severe exhaustion
- Nausea, vomiting, diarrhea or unexplained loss of appetite
- Loss of sense of smell or taste
- Conjunctivitis (pink eye)

As soon as you can, do the [COVID-19 Self-Assessment for Albertans](#). If:

- The self-assessment says: **“You are legally required to immediately self-isolate. You are recommended to be tested for COVID-19”**
- and*
- You have been on campus in the past 14 days

Please advise your supervisor that you are legally required to self isolate and that you have been on campus in the past 14 days. Ensure that your supervisor has a phone number where you can be reached.

The supervisor will contact the Public Health Response Team directly by email at phrt.comms@ualberta.ca

Someone will contact you privately to ask you a few questions and offer advice and guidance. This process will be conducted in accordance with privacy laws, and your identity will not be disclosed except to members of the special team charged with managing this information.

If you have concerns about your symptoms or questions about your online COVID-19 self-assessment, contact Alberta Health Link by dialing 811 on your phone.