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 a university property. If you develop any of these symptoms while at work, 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
- Loss of sense of smell or taste

As soon as you can, do the [COVID-19 Assessment for Albertans](https://www.canada.ca/content/es-fr/en/services/health/coronavirus-covid-19/assessment-tool.html)

1. Follow any instructions provided by the assessment, and
2. If you’re required to isolate or have received a positive PCR or Rapid Antigen please advise your supervisor immediately.
3. Ensure that your supervisor has a phone number where you can be reached.
4. The supervisor will contact the U of A PHRT Triage Team directly by email at phrt.triage@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.