

COVID-19 PROCEDURE FOR SICK EMPLOYEES

Updated October 19, 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 **any of these symptoms**, 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](#). Follow the instructions provided in response to your input. If the form response says: **You are legally required to immediately self-isolate. You are recommended to be tested for COVID-19** and if you have been on campus during the past 14 days, contact your supervisor. Tell them you received this message.

Your supervisor will then call the U of A Unified Communications Centre (780-492-5555) to advise them of your status. A trained member of a special team under the Public Health Response Team will contact you privately to ask you a few questions and offer advice and guidance on next steps. 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 not been on campus in the past 14 days, contact your supervisor to advise them that you are ill. If you are unable to work, the appropriate illness leave will be applied.

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.