



THE UNIVERSITY OF WINNIPEG

COVID-19 Health Guidelines and Mental Health Resources

The COVID-19 pandemic has rapidly changed the way we work, socialize and live. Each of us has a responsibility to do our part to protect each other and encourage physical distancing during the COVID-19 outbreak. As the COVID-19 outbreak continues to evolve, we all have a role to play in reducing the risk of COVID-19 so these guidelines are in place to help reduce the spread.

- Emphasize that employees must stay home if they are experiencing symptoms of COVID-19 (such as cough, fever, runny nose, sore throat, breathing difficulties).
- Encourage employees to remain current with up to date information related to COVID-19 by regularly accessing gov.mb.ca/covid19
- Encourage employees to use screening information in the provincial self-[screening-tool](#) before leaving their home to attend work
- Reassure employees that public health officials will conduct a public health investigation in the event an employee is confirmed to have COVID-19 while at work during the time they were infectious. If any additional measures need to be taken at the workplace, public health officials will notify the workplace directly and provide advice
- Maintain a single point of entry and ensure entry into the institution, including any potential lines, are regulated to prevent congestion
- Actively discourage the congregation of people and limit the areas where people gather or frequent. In situations where people congregate, ensure no more than 10 people gather in a common area, such as a lunch or locker room, and that they maintain a two metre distance
- Sick -leave policies are in place for qualified employees as outlined in CA. Advise Pamela Stanton, Health and Wellness Specialist of any employee requiring sick leave
- Limit requirements for medical (sick) notes, to reduce burden on the health care system and additional exposure to ill individuals
- Ensuring emergency contact information is current for all employees, in case communication is required in a timely manner
- Providing clean handwashing facilities and adequate hand cleansers in multiple locations throughout campus
- Signage posted throughout campus encouraging proper cough etiquette and hand hygiene – posters available through Manitoba Shared Health: <https://sharedhealthmb.ca/health-providers/coronavirus-resources/>
- Regularly cleaning workstations and objects with disinfectant that are touched frequently, such as doorknobs, handles, elevator buttons, railings and light switches twice a day
- Providing boxes of tissue and encouraging their use
- Ensure there is a routine regime in place for overall sanitation of campus, including frequently cleaning and sanitizing washrooms at least twice daily, or increase as needed
- Remove any unnecessary high-touch surfaces or items (magazines, newspapers) that cannot be easily cleaned from common areas, such as break rooms and waiting areas

- Using physical distancing techniques to conduct as much business as possible, including telephone and video conferencing, as well as allowing employees to work from home or work flexible hours to avoid peak public transportation times or crowding in the workplace
- Should an employee become symptomatic in the workplace they need to go home immediately and maintain a two metre physical distance from others while leaving the workplace (refer to Figure 1 & 2 for detailed flow process guidelines)
- Contact logging to enhance the ability to rapidly identify employees potentially impacted by a COVID-19 exposure
- Avoid sharing office equipment or supplies, including electronic devices (e.g. phones, tables, laptops, keyboards)
- Encourage cashless or no-contact payment to the greatest extent possible
- To prevent stigma and discrimination in the workplace, do not make determinations of risk for COVID-19 based on race or country of origin. And be sure to maintain confidentiality, should an employee or student be confirmed to have COVID-19 or other communicable illness
- Reinforce the message to staff that anyone ill with cold-like symptoms MUST NOT be in the workplace
- Be kind

Workplaces are advised not to provide any personal health information about an employee to anyone and must maintain confidentiality. Public Health conducts a public health investigation to determine if someone who is confirmed to have COVID-19 was at work during the time they were infectious. The Health and Wellness Specialist will work with any concerned or potentially ill employee and provide guidance.

Public health officials work closely with people who have tested positive for COVID-19. This includes addressing their health concerns and determining who they may have had close (2 metres/6 feet), prolonged contact with when they were infectious.

Public health officials will then directly contact every person deemed to be a close contact, defined as having had significant exposure to the positive COVID-19 individual when they were infectious. Public health makes contact as quickly as possible with all identified contacts.

If any additional measures need to be taken at the workplace, public health officials will call us directly to provide further direction.

Manitoba Public Health Factsheets:

[Guidelines for Isolation and Self Monitoring Factsheet.pdf](#)

[Guidelines/factsheet: Key Responsibilities of Employees and Managers.pdf](#)

[Workplaces FAQ.pdf](#)

What To Do If You Or A Staff Member Start Having Symptoms At Work:

If you develop a fever, cough, shortness of breath, difficulty breathing or any other cold like symptoms at any time while at work you need to self-isolate immediately and avoid contact with others to lower the chance of spreading the virus.

You should:

- Cover your face with a non-medical mask if possible
- Practice appropriate hand hygiene and respiratory etiquette
- Arrange to leave work and go home immediately and avoid public transportation (bus, taxi, ride sharing)
- Maintain a two metre distance from others as you leave
- Notify your Manager via phone or email
- Contact Health Links – Info Santé for up to date information on testing. You can call Health Links Info Santé at 204.788.8200, your health care provider, or report directly to a [COVID-19 Community Screening Location](#) after completing the [COVID-19 Self-Screening Tool](#)
- Once the sick individual has left campus, ensure all surfaces and areas that the individual was in contact with are cleaned and disinfected
- Refer to Figure 1 for Health Map Guidelines

If an Employee Becomes Symptomatic While in the Workplace



Figure 1

What do I do if I have been tested for COVID-19?

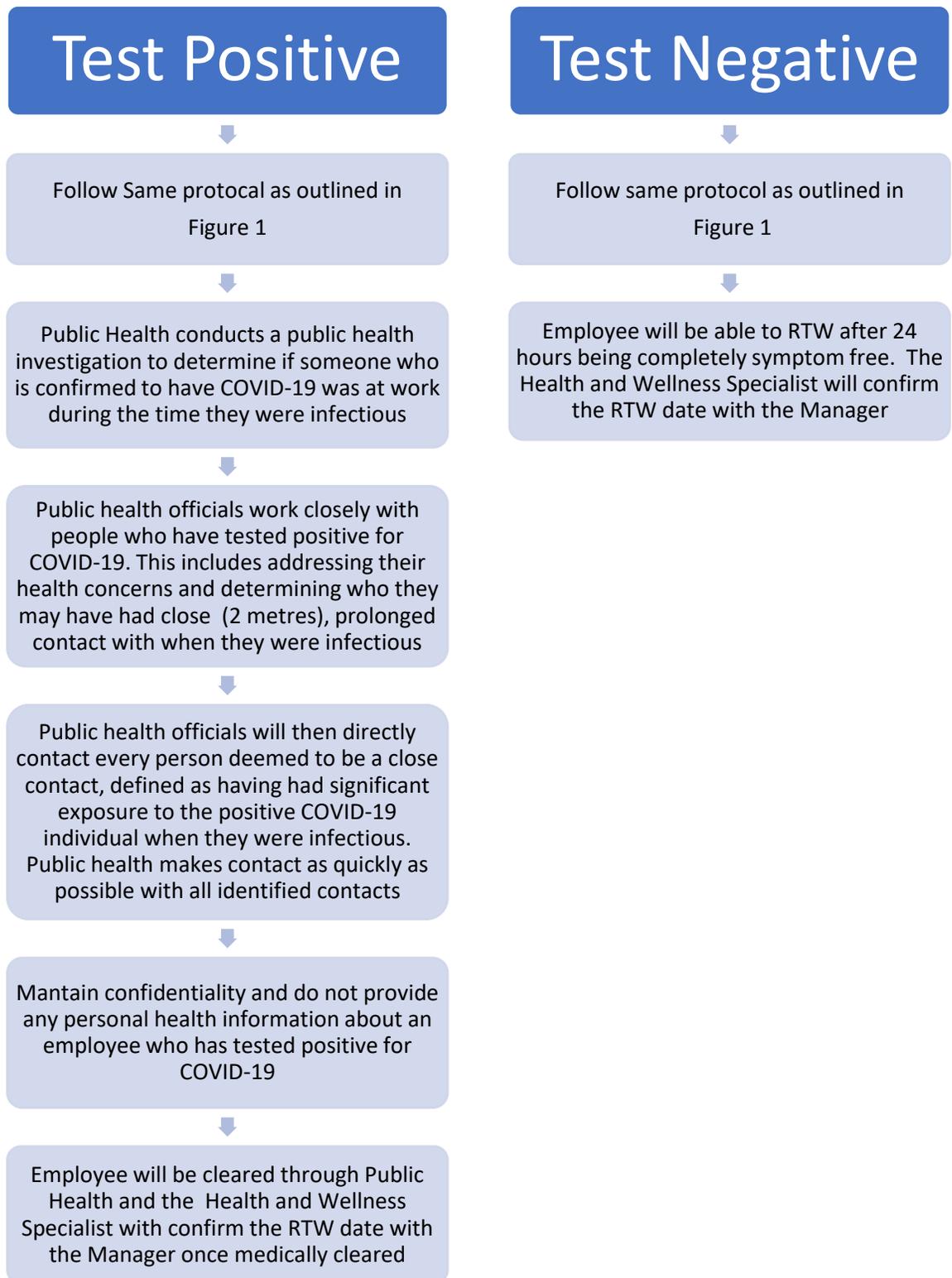


Figure 2

Care for Your Mental Health

The COVID-19 pandemic brings a high level of stress and anxiety as it rapidly changes the way we work, socialize and live. Caring for your mental health, as well as supporting our staff and students, is important in these times. People naturally have many different feelings and responses, both positive and negative, when they have to cope, including:

- panic, anxiety, worry, fear
- anger, disbelief, denial
- helplessness, despair
- sleeplessness
- lack of concentration
- exhaustion
- loneliness
- co-operation, teamwork
- generosity towards others
- inspiration
- strength in connecting with others/community

Physical Distancing: When you are asked to physical distance to protect your health, those around you and your community:

- Try to set up a routine with as many familiar activities as possible
- Understand and reassure yourself and family members that the disruption is only temporary
- Talk to others who are having the same experience
- Avoid alcohol and drug misuse

Health and well-being must be supported by a network of people who can share your experiences with you. Don't try and manage by yourself. Talk to family and friends and use the available resources in your community and workplace:

- Government of Manitoba: [Mental Health Virtual Therapy Program](#)
- [Connect Now](#) is a new support line that allows you to connect instantly with a professional counsellor from the University of Winnipeg's Employee Assistance Program (EAP)
- Canadian Mental Health Association: [Information, resources and tips](#) for dealing with COVID-19
- Manitoba Adolescent Treatment Centre (MATC): [Child and Adolescent Mental Health and Youth Addiction Services](#)
- Shared Health and the Regional Health Authority Mental Health Programs: [Virtual Crisis Response Services](#)
- Government of Canada: [Wellness Together Canada - Mental Health and Substance Use Support](#)

Visit the University of Winnipeg Human Resource's [Wellness Resources Webpage](#) for more links to mental health resources, information and tools.