



THE UNIVERSITY OF WINNIPEG

COVID-19 PROCEDURE FOR SICK EMPLOYEES

This procedure was created for the University of Winnipeg in accordance with the Manitoba Public Health guidance for post secondary and was made effective on August 14, 2020.

Purpose:

To establish a guidance for staff and faculty when they become sick.

General Procedure:

- All employees should be aware of symptoms of illness and not come to work if sick or symptomatic.
- If an employee has symptoms, they should complete the Manitoba Shared Health Self COVID-19 [screening-tool](#) and follow the guidance, which may include booking a COVID-19 test.

Procedure if an employee becomes ill at work:

1. If an employee becomes sick while at work, they need to leave the workplace immediately if they are well enough (See transportation options below.)
 - The employee should wear a mask while leaving the workplace and/or while waiting for transportation.
 - If weather is nice and employee is well enough, they can stay outside while waiting for transportation while avoiding contact with others.
2. Instruct employee to perform hand hygiene, cough etiquette and avoid contact with others or the environment.
3. Clean and disinfect areas and surfaces that the employee was in contact with or within two meters from.
4. Employee should inform their supervisor of any people who they were in close contact with while in the workplace (within 2 meters without physical barrier for 10 minutes or longer). If this information is required, it will be provided to Manitoba Public Health and to the Health and Wellness Specialist.
5. To maintain privacy, the supervisor should not inform anyone else in the work area. Manitoba Public Health will provide guidance on notification and additional precautions or isolation if required.
6. The Health and Wellness Specialist is to be notified of employee, department, work locations, actions taken, and any potential contacts. The Health and Wellness Specialist

will work with Manitoba Public Health and provide contact information to assist Public Health in performing contact tracing, if required.

7. Once at home, the employee should complete the Manitoba Shared Health COVID-19 [screening-tool](#) and follow the directions.
8. Employees will remain off campus until cleared to return by Manitoba Public Health or the Health and Wellness Specialist (based on Manitoba Public Health isolation criteria).

Recommended transportation options (in order):

1. Employee drives self home.
2. Pickup by family or friend:
 - Remind employee to **keep distance**.
 - Masks should be worn
3. Public transportation (bus, taxi) is NOT recommended under public health orders.
4. Call 911 for individuals requiring emergency medical assistance. Let the 911 Operator know that the individual could have COVID-19, so that they can make appropriate arrangements to care for our employee safely.