COVID-19 Reporting Process for Workers and Students

Workers:

1. Contact your supervisor to inform them that you can’t be on campus.

2. Notify the Human Resources Health and Wellness sector.

You’re cleared to return to campus.

Students:

1. Contact your health care provider or Telehealth Ontario (or an equivalent service) at 1-866-797-0000.

Follow public health instructions, which may include testing at a local assessment centre and/or self-isolation.

Don’t return to campus until cleared by the appropriate medical authority.

For academic accommodations, contact your faculty, but don’t go to campus until cleared. SASS offers mental health counselling.

If you have been on campus, advise the Office of Risk Management of the date(s), time(s) and location(s).

The public health unit may conduct contact tracing. Advise your close contacts.

COVID-19 positive test

Workers:

- Complete the Accident, Incident, Occupational Illness Report Form.
- Health and Wellness reports to WSIB. The Office of Risk Management reports to the Ministry of Labour, Training and Skills Development.
- Campus location(s) are closed or restricted until they have undergone cleaning/disinfection (if required).
- Persons deemed close contacts by the public health unit follow public health advice.
- The matter is investigated to determine the root cause or source of workplace exposure. Procedures are reviewed and updated (as necessary).

Exposure arising out of work/study?

Yes

Your supervisor coordinates cleaning and disinfection by contacting ext. 2222.

If an outbreak is declared by public health authorities, uOttawa follows public health instructions.

You’re cleared to return to campus.

No

Follow public health advice and maintain contact with the Health and Wellness section (for workers).