**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.
3. You’re feeling ill or experiencing COVID-19 symptoms, or your self-assessment has indicated you should stay home.
5. The matter is investigated to determine the root cause or source of workplace exposure. Procedures are reviewed and updated (as necessary).
6. Health and Wellness reports to WSIB. The Office of Risk Management reports to the Ministry of Labour, Training and Skills Development.
7. Campus location(s) are closed or restricted until they have undergone cleaning/disinfection (if required).
8. Persons deemed close contacts by the public health unit follow public health advice.
9. You’re cleared to return to campus.
10. Follow public health advice and maintain contact with the Health and Wellness section (for workers).

**Students**

1. Contact your health care provider or Telehealth Ontario (or an equivalent service) at 1-866-797-0000.
2. For academic accommodations, contact your faculty, but don’t go to campus until cleared. SASS offers mental health counselling.
3. If you have been on campus, advise the Office of Risk Management of the date(s), time(s) and location(s).
4. The public health unit conducts contact tracing. High risk letters are issued by the employer.
5. Exposure arising out of work/study?
   - Yes: COVID-19 positive test
   - No: Follow public health instructions, which may include testing at a local assessment centre and/or self-isolation.
   - You’re cleared to return to campus.

**Workers**

1. Follow public health instructions, which may include testing at a local assessment centre and/or self-isolation.
2. Don’t return to campus until cleared by the appropriate medical authority.
3. COVID-19 positive test
4. The public health unit conducts contact tracing. High risk letters are issued by the employer.
5. Exposure arising out of work/study?
   - Yes: You’re feeling ill or experiencing COVID-19 symptoms, or your self-assessment has indicated you should stay home.
   - No: Complete the Accident, Incident, Occupational Illness Report Form.
6. Health and Wellness reports to WSIB. The Office of Risk Management reports to the Ministry of Labour, Training and Skills Development.
7. Campus location(s) are closed or restricted until they have undergone cleaning/disinfection (if required).
8. Persons deemed close contacts by the public health unit follow public health advice.
9. Your supervisor coordinates cleaning and disinfection by contacting ext. 2222.
10. If an outbreak is declared by public health authorities, uOttawa follows public health instructions.
11. You’re cleared to return to campus.

**Students**

1. You’re cleared to return to campus.