

Employee Protocols for COVID-19 Cases and Exposures

Guiding principles

- **Any employee who works on campus as part of their role** must promptly notify Occupational Health should they develop COVID symptoms, be told they need to self-isolate, or test positive for COVID on a rapid test or PCR.
 - **Please include in your email:**
 - The date that your symptoms or self-isolation started
 - The last day that you were on campus
 - If there is a known contact with someone who has COVID symptoms or recent travel.
- University of Waterloo Occupational Health (OH) can be reached at 519-888-4567 extension 40538 or 40551 or at occupationalhealth@uwaterloo.ca
- Occupational Health will help employees with contact tracing for the time they were on campus. Personal contact tracing is the responsibility of the employee.
- Any employee who travels outside of Canada **MUST** self-isolate for 14 days from their return.

General Terms:

Fully Vaccinated: an individual ≥ 14 days after receiving their second dose of a two-dose COVID19 vaccine series or their first dose of a one-dose COVID-19 vaccine series. The Vaccine must be approved for use in Canada

Rapid Antigen Screening: A test that helps identify individuals both symptomatic and asymptomatic, who may be infected with COVID. Test results are available within the hour. In most situations, a positive rapid test should be taken as valid and do not need to be confirmed with a PCR test or reported to public health

PCR test: A swab that is placed in the nose through to the back of the throat to test for COVID-19. It is only available through testing centers and will take 1-4 days to get results. At this time, it is only available to those in the highest risk settings and most staff will not qualify for this type of testing. These can be found at the end of this document

You have symptoms and are concerned you may have COVID-19. Now what?

This guidance does not apply to individuals who live, work, volunteer or are admitted in a highest risk setting*

Do you have any of these **symptoms**: Fever/chills, cough, shortness of breath, decrease/loss of smell and taste?

No

Yes

Do you have two or more of these **symptoms**?:

- Sore throat
- Headache
- Extreme fatigue
- Runny nose/nasal congestion
- Muscle aches/joint pain
- GI Symptoms (i.e. vomiting or diarrhea)

No

Yes

- It is less likely that you have COVID-19 infection.
- Self-isolate until your symptoms are improving for at least 24 hours (48 hours for gastrointestinal symptoms).
- Your household members do not need to self-isolate.

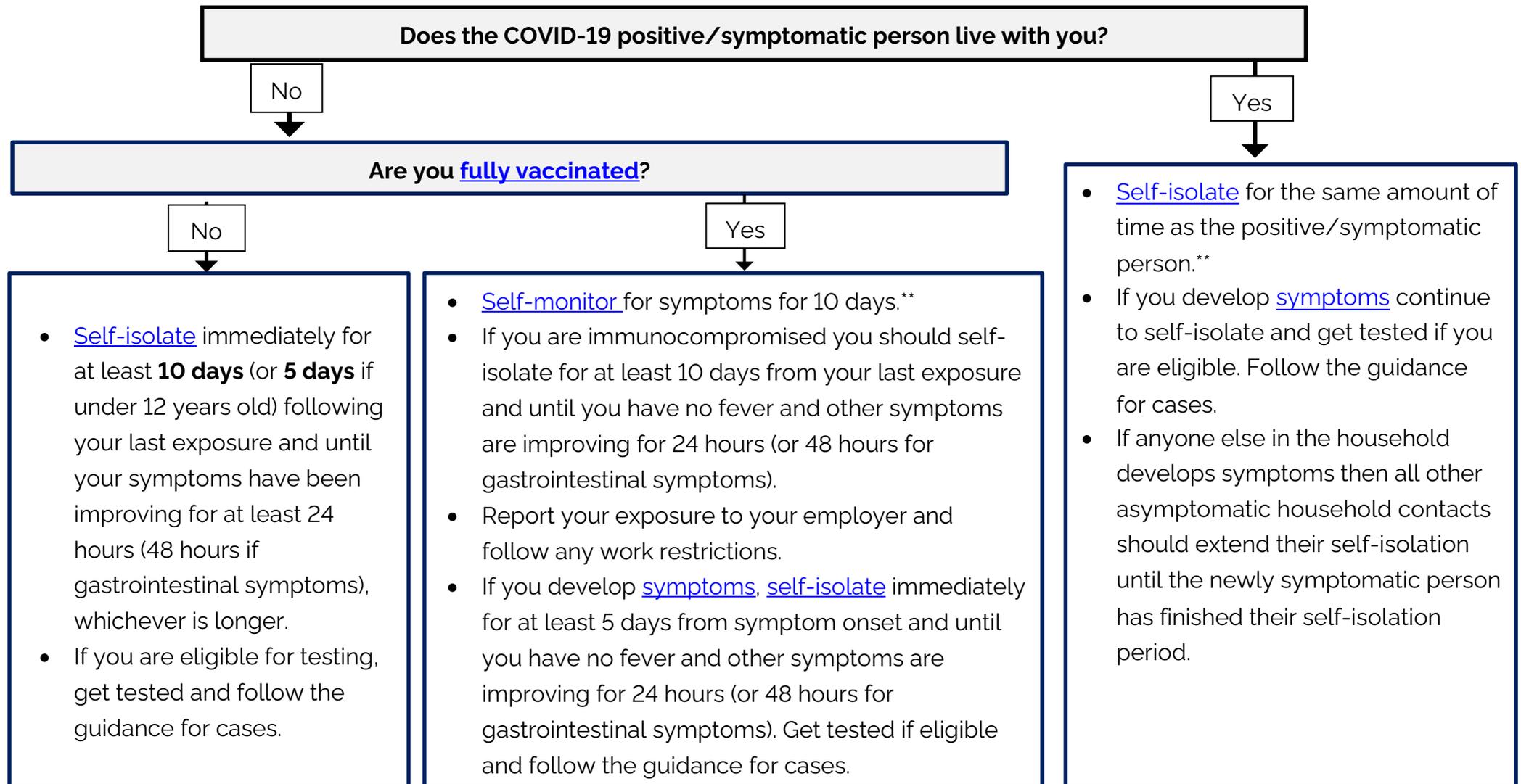
- It is highly likely that you have a COVID-19 infection.
- You must **self-isolate** immediately:
 - For at least **5 days** (if fully vaccinated or under 12 years old) or **10 days** (if not fully vaccinated or immunocompromised) from your symptom onset and until you have no fever and your symptoms have been improving for 24 hours (or 48 hours if gastrointestinal symptoms), whichever is longer in duration
- All of your household members (regardless of their vaccination status) must self-isolate while you are self-isolating.
- Most individuals do not need a COVID-19 test. If you are in the eligible individual list, get a PCR test, rapid molecular test or rapid antigen tests (if you have access). If testing is not available, you must fulfill the self-isolation.
- If your symptoms worsen, seek advice from Telehealth or your health care provider.
- Notify your workplace.

*Highest risk settings include hospitals (including complex continuing care facilities and paramedic services) and congregate living settings, including Long-Term Care, retirement homes, First Nation elder care lodges, group homes, shelters, hospices and correctional institutions.

Note: Symptoms should not be related to any other known causes or conditions. See the [COVID-19 Reference Document for Symptoms](#) for more information

You've been identified as a close contact of someone who has tested positive for COVID-19 or someone with COVID-19 symptoms. Now what?

This guidance does not apply to individuals who live, work, volunteer or are admitted in a highest risk setting (hospitals, Long-Term Care, retirement homes, congregate living settings)



Wear a well-fitted mask in public, physical distance and maintain other public health measures for 10 days following your last exposure if leaving home. You should **NOT visit any highest risk settings* or individuals who may be at higher risk of illness (i.e. seniors or immunocompromised) for 10 days from your last exposure.

Who qualifies for PCR testing?

- Symptomatic people who fall into one of the following groups:
 - Hospitalized patients
 - Patients seeking care in the ER at the discretion of the treating physician
 - Patient-facing health care workers
 - Staff, volunteers, residents/inpatients, essential care providers and visitors in hospitals and congregate living settings, including Long-Term Care, retirement homes, First Nation elder care lodges, group homes, shelters, hospices, temporary foreign worker settings, and correctional institutions
- Symptomatic outpatients for whom COVID-19 specific treatment is being considered and meets specific medical and social-economical risk factors
- Symptomatic people who are underhoused or homeless
- Symptomatic elementary and secondary students and education staff who have received a PCR self-collection kit through their school
- Symptomatic/asymptomatic people who are from First Nation, Inuit, and Métis communities and individuals travelling into these communities for work
- Symptomatic /asymptomatic people on admission/transfer to or from hospital or congregate living setting
- High risk contacts and asymptomatic/symptomatic people in the context of confirmed or suspected outbreaks in highest risk settings, including hospitals, long-term care, retirement homes, other congregate living settings and institutions, and other settings as directed by the local public health unit
- Individuals, and one accompanying caregiver, with written prior approval for out-of-country medical services from the General Manager, OHIP
- Asymptomatic testing in hospital, long-term care, retirement homes and other congregate living settings and institutions as per provincial guidance and/or Directives, or as directed by public health units