

# 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 extensions 40538, 40551 and 40879or at [occupationalhealth@uwaterloo.ca](mailto: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** follow guidance provided by border services. If they are asked to do a PCR test at the border, they must self-isolate until the test results are received.

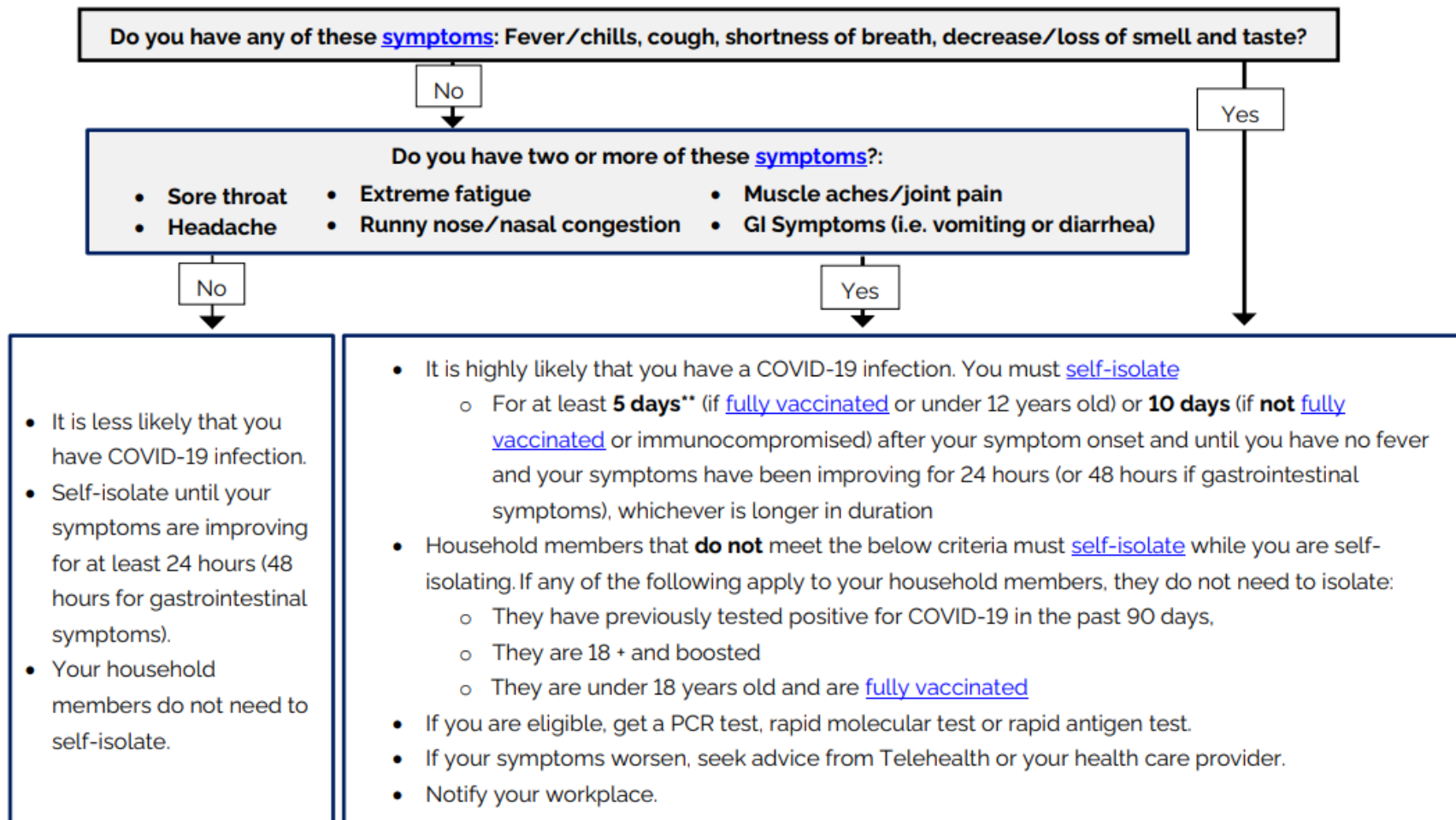
## General Terms:

**Fully Vaccinated:** an individual  $\geq 14$  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

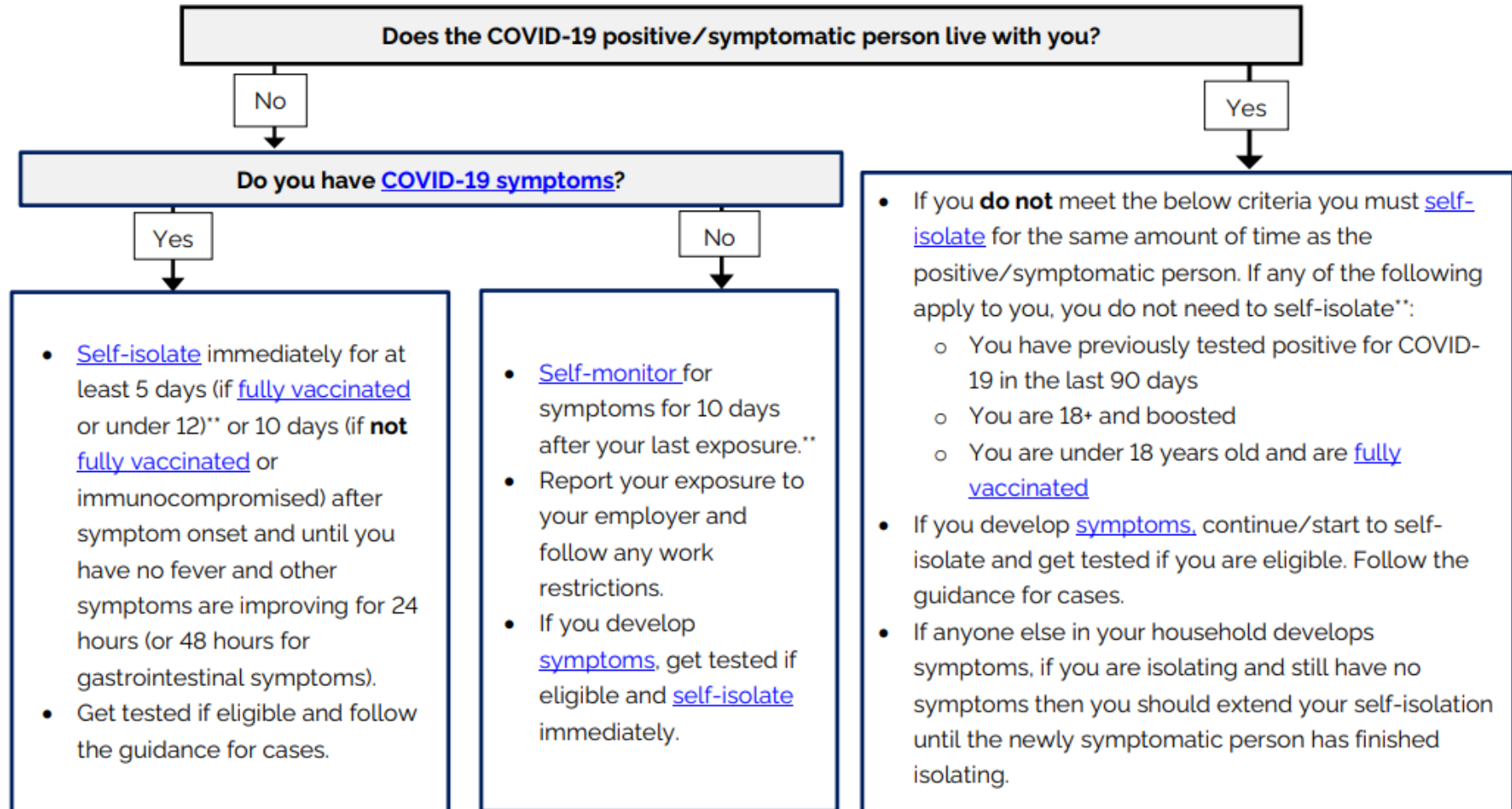
## You have symptoms and are concerned you may have COVID-19. Now what?



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

\*\*For 10 days after symptom onset (or 20 days for immunocompromised individuals): maintain masking in public setting, do not visit or work in any highest risk setting, do not visit vulnerable individuals (e.g. immunocompromised individuals or seniors).

## 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?



\*\*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 or attend work in any highest risk settings and not visit individuals who may be at higher risk of illness (i.e. seniors or immunocompromised) for 10 days after your last exposure.

## Who qualifies for PCR testing?

- Symptomatic people who fall into one of the following groups:
- 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 meet 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
- Pregnant people
- 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