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 40879 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 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 ≥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?

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 highly likely that you have a COVID-19 infection. You must self-isolate
  - For at least 5 days** (if fully vaccinated or under 12 years old) or 10 days (if not fully vaccinated or immunocompromised) after 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
  - Household members that do not meet the below criteria must self-isolate while you are self-isolating. If any of the following apply to your household members, they do not need to isolate:
    - They have previously tested positive for COVID-19 in the past 90 days,
    - They are 18+ and boosted
    - They are under 18 years old and are fully vaccinated
  - If you are eligible, get a PCR test, rapid molecular test or rapid antigen test.
  - If your symptoms worsen, seek advice from Telehealth or your healthcare provider.
  - Notify your workplace.

- 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.

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?

Does the COVID-19 positive/symptomatic person live with you?

- **No**
  - Do you have COVID-19 symptoms?
    - **Yes**
      - **Self-isolate** immediately for at least 5 days (if fully vaccinated or under 12) or 10 days (if not fully vaccinated or immunocompromised) after symptom onset and until you have no fever and other symptoms are improving for 24 hours (or 48 hours for gastrointestinal symptoms).
      - Get tested if eligible and follow the guidance for cases.
    - **No**
      - **Self-monitor** for symptoms for 10 days after your last exposure.
      - Report your exposure to your employer and follow any work restrictions.
      - If you develop symptoms, get tested if eligible and **self-isolate** immediately.

- **Yes**
  - If you do not meet the below criteria you must **self-isolate** for the same amount of time as the positive/symptomatic person. If any of the following apply to you, you do not need to self-isolate**:  
    - You have previously tested positive for COVID-19 in the last 90 days
    - You are 18+ and boosted
    - You are under 18 years old and are **fully vaccinated**
  - If you develop symptoms, continue/start to self-isolate and get tested if you are eligible. Follow the guidance for cases.
  - If anyone else in your household develops symptoms, if you are isolating and still have no symptoms then you should extend your self-isolation until the newly symptomatic person has finished isolating.

**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