

## On-campus Employee Procedure

### *Employee:*

1. If you have flu-like symptoms, you must complete the [B.C. COVID-19 self-assessment tool](#) to determine if COVID-19 testing is needed
2. Inform supervisor/manager or coordinator/chair what rooms and areas you were in that day for cleaning protocols—stay in touch as necessary
3. Inform HR. As necessary, provide a medical note from your doctor if sick leave is longer than five consecutive days
4. Remain off campus until you are cleared to return by your doctor
5. Follow the directions of your doctor

### *Supervisor/Manager or Coordinator/Chair (as appropriate):*

1. Confirm the employee's understanding of the illness process
2. Upon notification of employee illness:
  - a. Establish the date(s) the employee was last on campus and where they spent the majority of their time (rooms/locations)
  - b. Email [cleaningrequest@capilanou.ca](mailto:cleaningrequest@capilanou.ca) and request a preventative cleaning
  - c. Depending on the type of illness (for example, COVID-19, Norovirus or similar symptoms), inform the Office of Health & Safety [safety@capilanou.ca](mailto:safety@capilanou.ca)
3. Inform director/dean, as necessary
4. Do not share personal medical information without permission
5. Remain in contact with employee, as necessary

### *Director/Dean:*

1. Confirm the employee's understanding of the illness process
2. Remain in contact with the manager/coordinator/chair
3. Confirm that:
  - a. Janitorial and safety have been notified, as necessary
  - b. Everyone understands the privacy considerations for communications

### *Janitorial*

1. Monitor Cleaning Request email inbox (8 a.m. to midnight, Monday to Saturday)
2. Respond to cleaning requests
3. Notify facility operations of any requests
4. Provide additional cleaning measures, as necessary

### *Facilities Operations*

1. Inform the Office of Health & Safety of any cleaning requests
2. Continue to communicate with janitorial services, as necessary

### *Office of Health & Safety*

1. Support supervisors/managers and coordinators/chairs, as necessary
2. Depending on the type of illness, work with directors/deans on "next steps", including contacting Medical Health Officer and/or convening the Emergency Operations Centre (EOC), as necessary

## On-campus and Practicum Student Procedure

### *Students:*

1. If you have flu-like symptoms, you must complete the [B.C. COVID-19 self-assessment tool](#) to determine if COVID-19 testing is needed
2. Inform your instructor that you needed to leave campus/practicum and, if on campus, tell your instructor what rooms and areas you were in that day—stay in touch, as necessary
3. Remain off campus and off practicum/co-op/volunteer placement until you are cleared to return by your doctor
4. Follow the direction of your doctor
5. If requested, provide a medical note

### *Instructor/Coach/Residence Advisor:*

1. Refer student back to the illness process for their understanding
2. Upon notification of student illness :
  - a. Establish the date(s) the student was last on campus and where the student spent the majority of their time (rooms/locations)
  - b. Email [cleaningrequest@capilanou.ca](mailto:cleaningrequest@capilanou.ca) and request a preventative cleaning, as appropriate
3. Inform supervisor/manager or coordinator/chair of the illness and your actions, as necessary
4. Coordinate with the practicum host, as necessary
5. Do not share personal medical information without permission
6. Remain in contact with the student and your supervisor/manager or coordinator/chair, as necessary

### *Supervisor/Manager or Coordinator/Chair:*

1. Confirm the areas that need to be cleaned
2. Confirm that a cleaning request has been sent by the instructor/coach/residence advisor
  - a. If not, email [cleaningrequest@capilanou.ca](mailto:cleaningrequest@capilanou.ca) and request a preventative cleaning
  - b. Depending on the type of illness (for example, COVID-19, Norovirus or similar symptoms), inform the Office of Health & Safety [safety@capilanou.ca](mailto:safety@capilanou.ca)
3. Inform director/dean, as necessary
4. Do not share personal medical information without permission
5. Remain in contact with your instructor/coach/residence advisor, as necessary

### *Director/Dean:*

1. Remain in contact with the manager/coordinator/chair
2. Confirm that:
  - a. Janitorial and safety have been notified, as necessary
  - b. Everyone understands the privacy considerations for communications

### *Janitorial*

1. Monitor Cleaning Request email inbox (8 a.m. to midnight, Monday to Saturday)
2. Respond to cleaning requests
3. Notify facility operations of any requests
4. Provide additional cleaning measures, as necessary

### *Facilities Operations*

1. Inform the Office of Health & Safety of any cleaning requests
2. Continue to communicate with janitorial services, as necessary

### *Office of Health & Safety*

1. Support supervisors/managers and coordinators/chairs, as necessary
2. Depending on the type of illness work with directors/deans on “next steps”, including contacting Medical Health Officer and/or convening the Emergency Operations Centre (EOC), as necessary