



THE UNIVERSITY OF WINNIPEG

COVID-19 PROCEDURE FOR SICK EMPLOYEES

This procedure was created for the University of Winnipeg in accordance with the Manitoba Public Health guidance and is effective September 7, 2021.

Purpose:

To establish a guidance for staff and faculty when they become sick.

General Procedure:

- All employees should be aware of symptoms of illness and not come to work if sick or symptomatic.
- If an employee has symptoms, they should complete the Manitoba Shared Health Self COVID-19 [screening-tool](#) and follow the guidance.

Procedure if an employee becomes ill at work:

1. If an employee becomes sick while at work, they need to leave the workplace immediately if they are well enough (See transportation options below.)
 - The employee should wear a mask while leaving the workplace and/or while waiting for transportation.
 - If weather is nice and employee is well enough, they can stay outside while waiting for transportation while avoiding contact with others.
2. If employee is not able to drive them self, then instruct them to isolate in room with a door, and to perform hand hygiene, cough etiquette and avoid contact with others or the environment. Contact security to provide an isolation door tag in order to protect others.
3. Clean and disinfect areas and surfaces that the employee was in contact with or within two meters from. Cleaning staff will clean isolation room after the person has vacated.

4. To maintain privacy, the supervisor should not inform anyone else in the work area. Manitoba Public Health will provide guidance on notification and additional precautions or isolation if required.

5. Once at home, the employee should complete the Manitoba Shared Health [COVID-19 screening-tool](#) and follow the directions.

6. Employees will remain off campus until cleared to return by Manitoba Public Health or the Health and Wellness Specialist (based on Manitoba Public Health isolation criteria).

Recommended transportation options (in order):

1. Employee drives self home.

2. Pickup by family or friend:

- Remind employee to keep distance.
- Masks should be worn

3. Public transportation (bus, taxi) is NOT recommended.

4. Call 911 for individuals requiring emergency medical assistance. Let the 911 Operator know that the individual could have COVID-19, so that they can make appropriate arrangements to care for our employee safely.