Purpose

This document provides guidance to Faculty/Staff when feeling sick or experiencing COVID-19 like symptoms to prevent the spread of the virus. The University of Regina will receive notification of a positive COVID-19 test from ill campus community members (see below) or directly from the Saskatchewan Health Authority (SHA).

General Procedure

- All members of the campus community must be self-monitoring daily for the development of symptoms, such as using a daily symptom tracker provided here: [https://ca.thrive.health](https://ca.thrive.health).
- All Faculty/Staff must practice good respiratory/hand hygiene while on campus and use appropriate preventative cleaning/disinfection practices for common touchpoints in their workspaces. Face masks are required in all indoor areas of campus facilities. For full guidelines on mask use see the masking guidance on the Health, Safety and Wellness COVID-19 Resources Page.
- All members of the campus community must not come to campus if they feel ill or are experiencing COVID-19 symptoms. Ill persons must stay away from work and/or classes until 48 hours after their symptoms have abated.
- Instructors/supervisors must coordinate within their department/faculty to ensure responsibilities are covered in the event of illness or isolation.

Procedure if Faculty/Staff member is experiencing COVID-19-like symptoms

- Any member of the campus community who is experiencing symptoms when arriving or while working at the University must be separated from others and leave the campus immediately.
- If Faculty/Staff experience symptoms, they should contact Saskatchewan Health Line at 811 or complete the SHA COVID-19 Self-Assessment, follow public health advice and options for testing.
- All Faculty/Staff must notify their supervisor or department if they are ill and unable to come to work or are self-isolating. Sick notes are not required to inform supervisors of requirements to self-isolate.
- Report an Illness to Health, Safety, and Wellness by using the Report an Illness Page or by contacting health.safety@uregina.ca (306-337-2370). All medical information will be kept confidential and only be provided to the Healthy Workplace Advisor, Human Resources to guide the ill person on next steps.
- If testing is required, inform Health, Safety, and Wellness of the results.

Supervisor/Departmental Procedure

- Contact Health, Safety, and Wellness (HSW) at health.safety@uregina.ca or call 306-337-2370.
  - HSW will communicate with SHA, if required, including guidance on communication and additional precautions/isolation if required.
  - HSW will provide guidance on cleaning and other precautionary measures interim to SHA guidance.
  - Remind workgroup to self-monitor for COVID-19 symptoms, be vigilant with hand hygiene, respiratory hygiene, cleaning, and disinfection protocols. Take care to not disclose a worker’s illness to others or compromise their privacy.

Close Contact Procedure

A close contact can only be designated by the Saskatchewan Health Authority

- Faculty/Staff who have been designated as a close contact must inform their supervisor that they are self-isolating for 14 days. Sick notes are not required to inform supervisors of requirements to self-isolate.
- Supervisors must remind workgroup to self-monitor for COVID-19 symptoms, be vigilant with hand hygiene, respiratory hygiene, cleaning, and disinfection protocols. Take care to not disclose a worker’s illness to others or compromise their privacy.
- Contact Health, Safety, and Wellness (HSW) at health.safety@uregina.ca or call 306-337-2370.