

Appendix A: Self-reporting process

What to do if an employee discloses that they either have symptoms, tested positive for COVID-19, and/or need to self-isolate:

An employee discloses that they have symptoms, test positive for COVID-19 or need to self-isolate:

Advise employee to inform their Workplace Leader (WPL) directly. Employee must be symptom FREE and complete self isolation prior to returning to any college related activities and/or duties. Ensure employee is aware of the BC CDC self-reporting process (linked below)

Encourage employee to reference the Employee FAQ's

After WPL is informed:

Employees are encouraged to voluntarily notify OHS@camosun.ca with the following:

- First and Last name and/or Cnumber
- Department/School
- The first day of symptoms and the date of positive test result (if applicable)
- The last date on campus and which one

What to do next?

Resume activities as usual unless otherwise instructed by your WPL

Do not share information that has been disclosed to you with anyone except your WPL and OHS.

Contact OHS@camosun.ca if you have further questions.

More information:

https://camosun.ca/about/covid-19-updates

https://camosun.ca/about/covid-19-updates/employee-fags

http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19

http://www.bccdc.ca/health-info/diseases-conditions/covid-19/post-secondary

http://www.bccdc.ca/health-info/diseases-conditions/covid-19

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