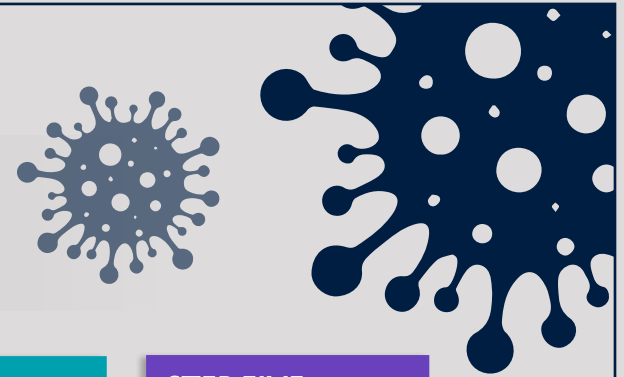


PROCEDURE IF A EMPLOYEE BECOMES SICK WHILE AT KEYANO



STEP ONE

If an employee becomes sick while at work, they should **LEAVE THE WORKPLACE IMMEDIATELY** if they are well enough. *



STEP TWO

The employee will **PERFORM HAND HYGIENE** and **AVOID CONTACT** with others or the environment.



STEP THREE

CLEAN AND DISINFECT AREAS AND SURFACES that the employee was in contact with or close to (within two meters). **



STEP FOUR

Employee will inform their supervisor of any people who they were in **CLOSE CONTACT WITH WHILE IN THE WORKPLACE.*****



STEP FIVE

To **MAINTAIN PRIVACY**, supervisors should not inform anyone else in the work area. ****



STEP SIX

The Employee's Supervisor will **NOTIFY COLLEGE HEALTH SERVICES** of the employee, department, work location, actions taken and any potential contacts. *****



STEP SEVEN

Once at home, the employee should **COMPLETE THE AHS COVID-19 SELF-ASSESSMENT** and follow their recommendations.



STEP EIGHT

EMPLOYEES WILL REMAIN OFF CAMPUS until cleared to return by AHS or Health Services. *****



- * *The employee should wear a mask. If an employee needs to wait for transportation, they may stay in their current work location while maintaining a 2-metre physical distance from others.*
- ** *Contact Facilities to arrange for cleaning and disinfecting of the work area, (780) 791-4842 or Facilitiesandassetmanagement@keyano.ca*
- *** *Employee will be required to provide their contact list.*
- **** *AHS will provide guidance on notification and additional precautions or isolation if required.*
- ***** *Health Services will follow up with AHS and provide this information to assist AHS in performing contact tracing if required.*
- ***** *AHS will provide guidance on notification and additional precautions or isolation if required.*

