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 **DISINFECTION 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 **STAY 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.

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