

EMPLOYEES EXHIBITS COVID-19 SYMPTOMS BEFORE COMING TO WORK

STEP ONE

Contact
SUPERVISOR.



STEP TWO

Complete **KEYANO COLLEGE POWER APPS SELF-ASSESSMENT** and/or email **KEYANO HEALTH SERVICES.***



STEP THREE

EMPLOYEE must remain home for 10 days or until the symptoms resolve. **



COVID-19 SYMPTOMS

Most Common:

- fever
- new onset of cough or worsening chronic cough
- new or worsening shortness of breath or difficulty breathing
- sore throat
- runny nose

Less Common:

- chills
- painful swallowing
- stuffy nose
- headache
- muscle or joint ache
- feeling unwell, fatigue or severe exhaustion
- nausea, vomiting, diarrhea or unexplained loss of appetite
- loss of sense of smell or taste
- conjunctivitis (*pink eye*)

* *Health Service to produce an absence notification.
Health Services will follow up with employee with support resources.*

** *Employees is unwell, and not fit for work it will be considered sick days (to be indicated on absence report).
If the employee is well enough to work from home this will be discussed with supervisor.
If they can't work from home (ex. SSWC) then it is considered sick time.
Once resolved, it will go to **Return to Work** protocol.*