

## **Procedure for Suspected or Confirmed COVID-19 Student Case at Concordia University**

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### **Purpose**

This procedure defines roles and responsibilities in the event that there is a Suspected or Confirmed COVID-19 Student Case on university property or a suspected or confirmed COVID-19 student case who has been on university property within 48 hours of developing symptoms. It also describes the steps to follow in order to assist the individual experiencing the symptoms and to prevent the spread of the virus on campus and beyond.

This procedure meets the requirements of the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST) as indicated in the « Guide de normes sanitaires en milieu de travail pour le réseau de l'enseignement supérieur – COVID-19 ».

### **Definitions**

For the purpose of this procedure, the following definitions apply:

#### **Members of the University Community**

Members of the University community includes:

- **Worker:** a person, including a student in the cases determined by regulation, who, under a contract of employment or a contract of apprenticeship, even without remuneration, carries out work for the University. An Undergraduate, Graduate or Postgraduate student carrying out work for the University is per definition, a worker.
- **Independent Contract Worker:** a person hired by another employer but carrying out work on University Property.
- **Student:** an individual who is registered at the University for an academic purpose.
- **Visitor:** an individual who is present on University Property who is neither a worker, independent contract worker nor a student.

#### **COVID-19**

- Respiratory disease cause by the novel coronavirus.

*Refer to the following government website for the most recent information on COVID-19:*

<https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>

#### **Suspected COVID-19 Case**

- Person with any of the main symptoms of COVID-19: fever (> 38 ° C), OR recent cough, OR exacerbated chronic cough, OR difficulty breathing, OR sudden loss of smell without nasal congestion, with or without loss of taste

*Refer to the following government website for COVID-10 symptoms information:*

<https://www.quebec.ca/en/health/health-issues/a-z/general-information-about-coronavirus/#c46539>

### **Confirmed COVID-19 Case**

- Person with a positive COVID-19 test result

## **1. Roles & Responsibilities**

### **1.1. Students**

Students must be aware of and follow this procedure.

### **1.2. Professors/Instructors/Departments**

- Be aware and follow this procedure
- Ensure students under their responsibility are aware of this procedure;
- Know the location of the Self-Isolation room in their area/department in the event of a Suspected COVID-19 Case. If assistance is required, contact Environmental Health & Safety;
- Take the necessary measures to ensure confidentiality of the information and to protect the privacy of the individual by not naming the individual to anyone other than Environmental Health & Safety and Security;
- Ensure that the teaching or research area used by the student is left untouched until appropriate cleaning and disinfection; and
- Participate in Environmental Health & Safety Investigation.

### **1.3. Environmental Health & Safety (EHS)**

- In collaboration with all stakeholders, develop a Procedure for Suspected or Confirmed COVID-19 Case in line with government requirements;
- Ensure all Members of the University Community are aware of this procedure;
- Manage all Suspected and Confirmed COVID-19 Cases;
- Conduct Suspected and Confirmed COVID-19 Case investigations as per the guidelines of the *Direction régionale de santé publique*;
- Conduct Suspected and Confirmed COVID-19 Case contact tracing, as required and/or requested by the *Direction régionale de santé publique*;
- Ensure the disinfection of areas where the Suspected or Confirmed COVID-19 Case was present and authorize the reopening of the area;
- Communicate the occurrence of a Suspected or Confirmed COVID-19 Case to senior management and/or affected departments and individuals, as appropriate;
- Liaise with the *Direction régionale de santé publique* and ensure university procedures are aligned with their prevention and infection control directives and COVID case management protocol;
- Liaise with University Communications Services (UCS) and ensure that a communication is sent to identified contacts, as required and/or requested by the *Direction régionale de santé publique*; and
- Maintain the official register of Suspected and Confirmed COVID-19 Cases on University Property.

#### **1.4. Security Department**

- Provide emergency first response to COVID-19 Suspected on University Property;
- Assist COVID-19 Symptomatic Members of the University Community that require medical assistance;
- Once medical assistance is determined as not being required, immediately transfer COVID-19 Suspected or Confirmed COVID-19 Case to Environmental Health & Safety;
- Provide Environmental Health & Safety with Security Incident Reports for all COVID-19 medical interventions;
- Take the necessary measures to ensure confidentiality of the information and to protect the privacy of the individual by not naming the individual to anyone other than Environmental Health & Safety and Health Services;
- Ensure that the affected individual's work area is left untouched until appropriate cleaning and disinfection; and
- Provide support to Environmental Health & Safety as needed.

#### **1.5. Health Services**

- Immediately report any Suspected or Confirmed COVID-19 Case to Environmental Health & Safety; and
- Inform Students and other Members of the University Community who seek medical attention due to COVID-19 symptoms that they must follow this procedure.

#### **1.6. Facilities Management (Custodial Services)**

- When advised, ensure the disinfection of the areas occupied and visited, including circulation paths travelled, by a Suspected or Confirmed COVID-19 Case;
- After disinfecting, discard the disposable equipment and disinfect the reusable protective equipment; and
- Inform Environmental Health & Safety when disinfection is completed.

#### **1.7. Direction régionale de santé publique (DRSP)**

In the event of a Confirmed COVID-19 Case, the *Direction régionale de santé publique* will:

- Investigate and communicate with contacts, and
- Pursue contact identification and perform a risk assessment of the teaching and/or work environment.

## **2. Procedure**

### **2.1. OFF CAMPUS**

Students experiencing COVID-19 symptoms off campus:

- Are required to stay home; and
- Must call the Public Health COVID Line for assistance and follow their instructions.

*Call 1-877-644-4545 (toll free) or 514-644-4545.*

*For the hearing impaired (TTY), call 1-800-361 9596 (toll free)*

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*The Public Health COVID Line is available from 8:00 AM to 6:00 PM.  
Outside these hours, call Info-Santé 8-1-1 (24/7)*

If instructed by Public Health authorities to self-isolate, students must complete the COVID-19 Self-Isolation Form (on MyConcordia).

If a student was on campus 48 hours prior to developing a symptom of COVID-19, Environmental Health & Safety will contact them and conduct a Suspected COVID-19 investigation.

If a student is required to come to campus for academic reasons during their self-isolation, they must contact their professor or instructor to inform them that they are self-isolating and obtain instructions regarding academic accommodations.

Public health authorities will indicate when the student can return to their academic activities.

Note: If a student is instructed by Public Health Authorities to self-isolate until a specific date, that student is not permitted to return to campus until the end of the self-isolation period prescribed by Public Health, even if they have been tested and have a negative COVID-19 test result.

## **2.2. ON CAMPUS**

Any STUDENT who develops a COVID-19 Symptom on campus must:

1. Don a procedure mask (surgical mask).
2. Maintain 2 metres of physical distancing from others. If in a teaching or research space with others, move to the self-isolation room. If a self-isolation room is unavailable, move to a space where you are able to maintain 2 metres of physical distancing from others.
3. If a COVID-19 Symptom develops during an academic activity, immediately inform the professor or instructor, or in their absence a teaching assistant.
4. Call Security (514-848-3717, or internal ext. 3717). Security will establish if immediate medical assistance is required. If required, Security will take the necessary steps to ensure the student obtains medical assistance. If not required, Security will transfer the call to Environmental Health & Safety.
5. Environmental Health & Safety will initiate a Suspected COVID-19 investigation, including contact tracing (collecting information regarding individuals encountered while on campus).

Outside Environmental Health & Safety's office hours, Security will collect the required information and Environmental Health & Safety will contact the Environmental Health student the following business day to conduct the Suspected COVID-19 Investigation.

6. Return home. Exit the campus using the same path used when they arrived. Students must not stop anywhere. They must exit the campus immediately, wearing a procedure mask (surgical mask) and maintaining 2 metres of physical distancing from others while exiting and refraining from touching surfaces unnecessarily. If possible, student should avoid using of public transit.

ONCE HOME:

7. Call the Public Health COVID Line for instructions. Public Health will investigate and direct the student to the closest Centre de Rendez-vous (Dépistage) to their home, if appropriate.

*Call 1-877-644-4545 (toll free) or 514-644-4545.*

*For the hearing impaired (TTY), call 1-800-361 9596 (toll free)*

*The Public Health COVID Line is available from 8:00 AM to 6:00 PM.*

*Outside these hours, call Info-Santé 8-1-1 (24/7)*

If Info-Santé is called, they will take the student's information and if the student was not tested already, transfer their information to the closest Centre de Rendez-vous (Dépistage) to their home. The Centre de Rendez-vous will call the student to provide instructions.

8. Complete the Self-Isolation Form on myConcordia (<https://my.concordia.ca/>). Contact 514-848-2424, ext. 4877 or [ehs@concordia.ca](mailto:ehs@concordia.ca) if assistance is required to complete form.
9. Advise Environmental Health & Safety (514-848-2424, ext. 4877 or [ehs@concordia.ca](mailto:ehs@concordia.ca)) of COVID-19 test results.

WHILE WAITING FOR COVID-19 TEST RESULTS

While waiting for COVID-19 test results, students are not permitted to come to campus. Students must self-isolate and follow the instructions of public health authorities.

Students must advise Environmental Health & Safety (514-848-2424, ext. 4877 or [ehs@concordia.ca](mailto:ehs@concordia.ca)) of their COVID-19 test results.

IF THE STUDENT COVID-19 TEST IS POSITIVE

If confirmed COVID-19 POSITIVE, students are not permitted to come to campus, and must follow instructions from the public health authorities.

IF THE STUDENT COVID-19 TEST IS NEGATIVE

If confirmed NEGATIVE, students can return to campus, unless otherwise instructed by public health authorities.

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### RETURN-TO-CAMPUS CRITERIA FOR STUDENTS WHO CONTRACT COVID-19

Students CANNOT return to campus unless the public health authorities have indicated that their self-isolation can end.

#### **2.3. Professors/Instructors/Departments**

If a student under their responsibility reports they have developed a COVID-19 symptom:

1. Ensure the student dons a procedure mask (surgical mask).
2. Maintain 2 metres of physical distance from the student. If they require your assistance, don a procedure mask (surgical mask) and eye protection.
3. If not already contacted by the student, call Security (514-848-3717, or internal ext. 3717). Security will establish if immediate medical assistance is required. If required, Security will take the necessary steps to ensure the student obtains medical assistance. If not required, Security will transfer the call to Environmental Health & Safety.
4. Take the necessary measures to ensure confidentiality of the information and to protect the privacy of the student.

#### AFTER the Student Has Left the Campus

5. Ensure that the learning and/or research areas are left untouched, including objects, tools, equipment and surfaces touched by the student.
6. Participate in Environmental Health & Safety Suspected COVID Case Investigation.
7. Assist with the disinfection of the teaching and/or research areas, including shared equipment and instruments used by the student.

#### **2.4. Environmental Health & Safety (EHS)**

When advised of a Suspected or Confirmed COVID-19 Case, Environmental Health & Safety will:

1. Initiate a Suspected COVID-19 Case Investigation.
2. If on campus, ensure that the student is:
  - i. Isolated from classmates and employees, in a room designated for self-isolation;
  - ii. Wearing a procedure mask (surgical mask); and
  - iii. Preparing to return home.
3. Ensure students are aware of the steps they are required to take once at home, including calling Public Health COVID Line and completing the Self-Isolation Form on myConcordia.

4. Ensure that the student's immediate learning/research area is left untouched until properly cleaned and disinfected.
5. Liaise with the Facilities Call Centre to ensure cleaning and disinfection of the locations the worker visited on campus 48 hours prior to developing COVID-19 symptoms, including the path they took from the campus entry point to their workplace.
6. Collect detailed information from the Suspected COVID-19 Case to allow for the prevention of the spread of the virus, including the locations visited on campus 48 hours prior to developing COVID-19 symptoms and the names of individuals encountered while on campus 48 hours prior to developing COVID-19 symptoms.
7. Authorize the reopening of locations visited by Suspected or Confirmed COVID Case after cleaning and disinfection is completed.

### **3. Contact Tracing**

Environmental Health & Safety's Suspected COVID-19 Case Investigation will include collecting information to facilitate contact tracing.

- All individuals that were in contact with the Suspected COVID-19 Case (e.g., students, co-workers, professors, etc.) may be advised to call the Public Health COVID Line for instructions.

*Call 1-877-644-4545 (toll free) or 514-644-4545.*

*For the hearing impaired (TTY), call 1-800-361 9596 (toll free)*

*The Public Health COVID line is available from 8:00 AM to 6:00 PM.*

*Outside these hours, call Info-Santé 8-1-1 (24/7)*

- Any Suspected COVID-19 Case may be subject to an investigation by the *Direction régionale de santé publique*.
- The *Direction régionale de santé publique* investigation will determine whether individuals who were in contact with the Suspected COVID-19 Case while on campus can return to campus, must be tested, or must self-isolate for 14 days.
- Any student instructed to be tested and/or self-isolate by public health authorities must complete the self-isolation form, advise their professor or instructor and Environmental Health & Safety (514-848-2424 ext. 4877 or at [ehs@concordia.ca](mailto:ehs@concordia.ca)).

*If you have questions regarding this procedure, please contact Environmental Health & Safety at 514-848-2424, ext. 4877 or [ehs@concordia.ca](mailto:ehs@concordia.ca).*