

COVID CASE REPORTING & EXPECTATIONS: TRENT EMPLOYEES

The health and safety of our Trent community are foremost in all of the University's considerations and plans. This document provides guidance to all Trent employees on the steps they must take in a variety of scenarios, when possible exposure to COVID-19 is suspected, or when a positive COVID-19 result is confirmed

Vaccination Requirement

All students, staff and faculty must be fully vaccinated or have an approved accommodation for exemption to continue coming to campus. Third dose boosters are strongly recommended for all members of the Trent community. Those who are not fully vaccinated must have an approved accommodation and complete Trent's vaccine education module, then perform rapid antigen testing at least twice weekly (and test negative) and upload results to myTrent to continue coming to campus.

Stay Home If Unwell

To ensure the health and safety of our community, do not come to campus or enter any campus spaces if you are experiencing symptoms of COVID-19 or are required to isolate. If you are feeling unwell and suspect you may have symptoms of COVID-19, take the [provincial self-assessment](#) and follow the directions.

Face Mask Policy

Face coverings must be worn in all indoor spaces at the University, as well as outdoors where physical distancing cannot be maintained.

Potential COVID Case Scenarios & Steps

In all scenarios outlined below, the University will follow the Public Health directives and provincial guidelines. It is important to note that, as privileged medical information, **a diagnosis of COVID-19 is considered confidential**. As such, the University will never release identifying information of an individual who tested positive for COVID-19.

The scenarios and steps outlined in this document are informed by the [Province's COVID-19 Integrated Testing & Case, Contact and Outbreak Management Interim Guidance: Omicron Surge](#) as well as the provincial [Isolation Guidelines](#) and/or [Self-Monitoring Guidelines](#).

Individuals with symptoms, or with household contacts who have symptoms, are asked to refer to the [Government of Ontario's Exposure Guidelines](#) to determine appropriate action.

If you are contacted by Public Health, you must follow all directions provided by your local Public Health Authority.

Updated: March 2022

Scenario #1: I have *not* been to campus within the past 48 hours and I'm displaying symptoms of, or have tested positive for, COVID-19.

- Complete and follow the direction provided by the [provincial self-assessment tool](#) and Public Health.
- If told to stay home/self-isolate, do not come to campus until your isolation period is over.
- Advise your supervisor as soon as possible. Explore options to work remotely if you are feeling well enough to do so, or talk to HR or your supervisor/manager about options for sick leave.

Scenario #2: I *have* been to campus within the past 48 hours and I am displaying symptoms of, or have tested positive for, COVID-19:

- Complete and follow the direction provided by the [provincial self-assessment tool](#) and Public Health.
- Inform your supervisor; submit a [private self-declaration form](#) to Human Resources. Your confidentiality will be maintained.
- Do not come to campus until you are able to end isolation, as outlined by [Public Health guidelines](#).
- Explore options to work remotely if you are feeling well enough to do so, or talk to HR or your supervisor/manager about options for sick leave.
- The area where you work may be temporarily restricted for cleaning and sanitization, and any colleagues who may be determined to be at an elevated risk may be informed of a potential exposure in the workplace and asked to self-monitor.
- If you have accessed the Trent Athletics Centre and/or participated in any campus recreation programs notify ACcovidcontact@trentu.ca.

Scenario #3: I have been exposed to someone with symptoms of COVID-19 or who has received a positive test result.

- Complete and follow the direction provided by the [provincial self-assessment tool](#) and Public Health.
- Do not come to campus if told to isolate.
- If told to stay home, inform your supervisor and follow [public health guidelines](#).
- For 10 days after the exposure, be sure to self-monitor for symptoms, wear a mask whenever possible and avoid activities where mask removal would be necessary, do not visit someone or go to work in a highest risk environment

Scenario #4: I have learned that a colleague in my work area has gone home sick with [symptoms consistent with COVID-19](#), or has tested positive.

- Managers will alert teams about potential COVID-19 exposures in the workplace.
- For 10 days after the exposure, be sure to self-monitor for symptoms, wear a mask whenever possible and avoid activities where mask removal would be necessary, do not visit someone or go to work in a high-risk environment.
- Your manager may advise if the area where you and your colleague work should be temporarily restricted for enhanced cleaning and sanitization.

Scenario #5: I am teaching an in-person course on campus and a student in my class, lab, or seminar has informed me they are symptomatic and /or have tested positive for COVID-19.

- Contact healthandsafety@trentu.ca for advice about how to proceed. Confidentiality must be considered and maintained.
- Students with in-person classes who have tested positive (rapid antigen test or PCR) can complete the [COVID-19 Testing Self-reporting form](#). The University may use the information to notify the class of a potential exposure to COVID-19. All individuals' privacy will be protected.
- Prioritizing the health and safety of our communities, and following the [University's policy on student absenteeism, missed tests and examinations](#):
- Students are responsible for contacting their instructors if they will miss a class, particularly if they miss an assignment/test/midterm/exam.
- If a student misses a class, lab or seminar where no evaluation is scheduled, instructors may advise students to request notes from a fellow student or through a course note taker, if there is one. The instructor is not expected to make notes or recording of class (if in-person) available to the student, but you may do so if you wish.
- If a student is missing an assignment/test/midterm/exam (or other evaluation piece of the course that has an impact on final grades), instructors are encouraged to be flexible and work with students to offer an alternative or option to make up the grade.
- If a student is experiencing difficulties outside and need support that extends beyond the course, have them reach out to Student Affairs studentaffairs@trentu.ca

Scenario #6: I was contacted by the University to inform me that I may have been exposed to COVID-19.

- Follow directions from the University and all [public health guidelines](#).
- For 10 days after the exposure, be sure to self-monitor for symptoms, wear a mas whenever possible and avoid activities where mask removal would be necessary, do not visit someone or go to work in a highest risk environment

Scenario #7: I live with someone who is required to self-isolate (stay home) due to having symptoms of COVID-19 or testing positive for COVID-19.

- Complete and follow the direction provided by the [provincial self-assessment tool](#) and Public Health.
- If told to stay home/self-isolate, do not come to campus until your isolation period is over.
- You do not need to self-isolate if you:
- Previously tested positive for COVID-19 in the past 90 days;
- Are 18+ and have received your booster dose;
- Are under 18 and are fully vaccinated.
- If none of the above apply to you, you must self-isolate. Follow all [Public Health measures](#).

Scenario #8: I have traveled outside of Canada in the last 14 days. Can I come to campus?

Consult the latest advice from the [Government of Canada](#) as it relates to quarantine. Border services will provide clear direction upon reentry based on your country of travel, vaccination status, and current guidelines. It is your responsibility to be aware of these requirements and to follow the appropriate steps after traveling abroad.

A Reminder

The measures implemented by the province, Public Health and by Trent are designed to reduce both the risk of acquiring COVID-19 if you come into contact with someone who has it, and to reduce the chance of you spreading it if you have it and are not aware. At all times, practice good respiratory hygiene, wash your hands frequently, follow physical distancing measures, wear a face mask, and use the provincial self-assessment app regularly (also accessible through the Trent Mobile App). The University is also recommending that all students download the federal COVID alert app. Consistently adhering to all of the requirements, protocols and practices is your best defense against COVID-19.