

COVID-19: Employee Guide to Reporting Illness, Infection and Testing and Employee Privacy



Department of Human Resources

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This document outlines some common questions and answers regarding:

- General tips on protecting yourself and others from COVID-19 infection;
- Employee responsibilities for reporting COVID-19-related illness, infection, or testing; and
- Employee privacy with respect to illness and health information.

More information on the University's response to COVID-19 can be found at www.uwindsor.ca/coronavirus If you have any further questions or concerns, please contact:

- 1) Your Supervisor
- 2) Your Joint Health and Safety Representative (member listing at www.uwindsor.ca/safety/committees)
- 3) A member of the Health and Safety team by email at safety@uwindsor.ca

Protecting Yourself and Co-workers

What can I do to help protect myself and others from the spread of COVID-19 infection?

- Wash your hands often and thoroughly with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve.
- If you use a tissue, discard immediately and wash your hands afterward.
- Avoid touching your face, eyes, nose or mouth.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas (door knobs, light switches, elevator buttons) where possible, or ensure you clean your hands thoroughly after.
- Wash your clothes as soon as you get home.
- Maintain physical distancing (minimum of 2 m/6 feet from others).
- Non-medical masks or face coverings are recommended to be worn when physical distancing cannot be maintained.

Employee Privacy

As with other employee illnesses and health information, reasonable measures will be taken to protect the identity of an employee with respect to COVID-19. No names or identifying details will be given when information is communicated to other individuals and/or departments. The University will take appropriate actions to mitigate any possible risks in the workplace.

What questions will my Supervisor ask me regarding a possible case of COVID-19?

Supervisors may ask the following questions to protect the health and safety in the workplace, without violating your right to privacy:

- Are you exhibiting symptoms of COVID-19?
- Have you come into close personal contact with anyone who is exhibiting COVID-19 symptoms?
- Have you travelled outside of the country in the last 14 days or been in close contact with anyone who has travelled?
- If you answer yes to any of these questions, you will be asked to self-isolate for at least 14 days and, if symptoms develop, to contact the Windsor-Essex County Health Unit at 519-258-2146 ext. 1420.

Possible cases of COVID-19

I think I may have COVID-19, or was in contact with someone who has a confirmed case of COVID-19. What do I do?

- Employees who have been potentially exposed to the virus, or who are exhibiting flu-like symptoms such as fever, tiredness, coughing, or congestion, are asked to:
 - Stay home and self-isolate for at least a 14-day period;
 - Contact their physician or local health authority for further direction;
 - Not return to work until they are cleared by the applicable health authorities.
- Report the illness to your Supervisor;
- Await a follow up call from the University of Windsor's Lead Physician on the pandemic planning committee; and
- Supervisors may confirm work location details and possible contacts for the 14-day period prior to reporting COVID-19 symptoms. Supervisors will make arrangements for the cleaning and disinfection of work areas, as applicable.

I am experiencing symptoms of potential COVID-19 while at work. What do I do?

If you begin to display flu-like symptoms while at work:

- Immediately isolate yourself from others, and move outdoors if possible. Ensure physical distancing measures (2 m distance from others) are maintained during this process;
- Avoid touching anything, take extra care to contain coughs and sneezes, and return home immediately to undergo a 14-day self isolation period;
- If available, wear a mask to prevent the potential spread of the virus through respiratory droplets;
- Have a plan in place to be safely transferred home without using public transit, if possible;
- Self-isolate at home and call the Windsor-Essex County Health (519-258-2146 ext. 1420), Telehealth (1-866-797-0000), or your physician regarding next steps; and
- Report the illness to your supervisor.

Positive Case of COVID-19

What should I do if I have a positive case of COVID-19?

- Employees with a confirmed case of COVID-19 are asked to:
 - Stay home and self-isolate for at least a 14-day period;
 - Follow the direction of their physician or local health authority;
 - Report the illness to your supervisor;
 - Await a follow-up call from the University of Windsor's Lead Physician on the pandemic planning committee; and
 - Not return to work until cleared by the applicable public health authorities.
- The Windsor Essex County Health Unit is notified of all cases of COVID-19 within their jurisdiction regardless of who issued or conducted the testing. The Windsor-Essex County Health Unit will lead any investigation into positive cases and related contact tracing. The University may be required to assist with this process.
- Reasonable measures will be taken to protect the identity of employees who have contracted COVID-19.

If you believe your COVID-19 infection occurred at the workplace or in the course of employment, an Accident/Incident Report must be completed by you and your Supervisor as best possible. The University's Accident/Incident Report can be accessed at www.uwindsor.ca/safety/report-an-accident

Employee Concerns Regarding COVID-19

I am concerned about contracting COVID-19 in the workplace. Can I refuse to come to work?

When you have reason to believe there is a dangerous condition present in the workplace, or your duties present a danger to your health and safety, you have the right to refuse work or certain duties. Employees are to follow the University's Work Refusal process, which can be accessed at www.uwindsor.ca/safety/workrefusal

Supervisors have an obligation to investigate the employee's concerns, and to take all reasonable precautions for a worker's health and safety, without reprisal.

I am experiencing a great deal of stress and anxiety about the COVID-19 pandemic. What can I do?

It is natural for individuals to experience different levels of anxiety and stress under these circumstances. Employees can use the following services that are available for support:

- Employee and Family Assistance Program (EFAP) <https://www.workhealthlife.com/>
The University of Windsor provides employees with access to Morneau Shepell, an outside counselling service, to provide professional counselling and information services to staff and their eligible immediate family members.
- Coronavirus and UWindsor: Mental Health Wellbeing Portal online at:
<http://www.uwindsor.ca/coronavirus/377/wellbeing-portal>
- Community resources and a listing of local support services available at: <https://www.wechu.org/cv/mental-health>

Resources

Where can I find more information?

University of Windsor COVID-19 website www.uwindsor.ca/coronavirus

Windsor-Essex County Health Unit <https://www.wechu.org/>

Government of Canada Coronavirus information

www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html

Ontario Ministry of Health Coronavirus information

<https://www.ontario.ca/page/2019-novel-coronavirus>

The COVID-19 situation is changing rapidly.

These protocols will be updated on an as-required basis to reflect the latest adopted measures.

References and Sources Consulted:

Windsor-Essex County Health Unit <https://www.wechu.org/cv/workplaces>

Government of Canada <https://www.canada.ca/en/government/publicservice/covid-19/rights-responsibilities.html>

Ontario Ministry of Health <https://covid-19.ontario.ca/>

Public Services Health and Safety Association <https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-employers-of-office-settings>