

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



Department of Human Resources

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This document provides information and protocols regarding:

- general tips on protecting yourself and others from COVID-19 infection;
- employee privacy with respect to illness and health information;
- employee responsibilities for reporting COVID-19-related illness, infection, or testing; and
- frequently asked questions and additional resources.

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

- 1) Your Supervisor
- 2) Your [Joint Health and Safety Representative](#)
- 3) A member of the Health and Safety team by email at safety@uwindsor.ca

Protecting Yourself and Co-workers

To ensure the health and safety of yourself and members of the University community, employees are required to follow the protocols established by the University which include:

- Reviewing passive [screening questions](#) before entering campus buildings each day.
- Staying home if you are sick and report your illness to covid19reporting@uwindsor.ca and your absence to your Supervisor per the instructions below.
- Practicing proper hand hygiene & respiratory etiquette:
 - 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.
- Following local and provincial public health recommendations.
- Maintaining physical distancing from others (minimum of 2 metres distancing from others) where possible.
- Wearing a mask, per the University's [COVID-19 Mandatory Non-Medical Mask Policy](#).

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. The University will take appropriate actions to mitigate any possible risks in the workplace. The University has established a COVID-19 Case Response Team, which includes members of Health and Safety, Student Health Services, and the individual's Supervisor and/or Director/Dean. No names or identifying details will be given when information is communicated to other individuals and/or departments outside of this Team.

You may be asked questions to protect health and safety in the workplace, without violating your right to privacy, such as:

- Are you exhibiting symptoms of COVID-19? When did your symptoms start?
- Have you come into close contact with anyone who is exhibiting COVID-19 symptoms or has a positive or suspected case of COVID-19?
- Have you been tested or plan to be tested for COVID-19?
- Has your health care provider or a public health authority asked you to self-isolate or get tested?

- Have you travelled outside of the country in the last 14 days or been in close contact with anyone who has travelled?
- To forward your personal log of work days, building locations, potential close contacts on campus, and procedures/protocols followed.

Employees with a Positive or Presumed Case of COVID-19

Employees who are exhibiting [symptoms of COVID-19](#), or those with a positive test result (PCR or rapid antigen test) must:

- Stay home and self-isolate, complete the [Ontario COVID-19 self assessment](#) and follow the public health direction provided;
- Report your illness/absence to your Supervisor and email the following address: covid19reporting@uwindsor.ca, which will provide you with isolation requirements and information regarding your return to campus;
- Contact your health care provider, Telehealth, or public health authority for additional health information;
- Follow the directions regarding return to campus as outlined in the instruction letter, including notification to your Supervisor.
- Wear a mask in all public settings through day 10. Day 0 is considered the first day of symptoms; if no symptoms the date of a positive test.

Please note that reasonable measures will be taken to protect the identity of employees.

If you begin to experience symptoms of COVID-19 while at work:

- Notify your Supervisor of the new symptoms;
- Wear a mask to prevent the potential spread of the virus through respiratory droplets;
- Immediately isolate and distance yourself from others (>2 metres) and move outdoors, if possible;
- Proceed home to begin self-isolation and follow the directions to report your illness as outlined above.

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

Employees with Close Contact to a Positive or Presumed Case of COVID-19

Close contact means*:

- *having been less than two metres apart for at least a cumulative duration of 15 minutes in a 24-hour period with a COVID-19 positive or presumed positive individual, within 48-hours (2 days) before their symptoms began, or, if no symptoms, the date of their positive test; or:*
- *living in the same home.*

** This definition does not apply to individuals who wear prescribed Personal Protective Equipment.*

If you've been exposed to someone with symptoms of COVID-19 or someone who has received a positive test result you must:

- self monitor for symptoms for 10 days after your last exposure.

you are NOT required to self-isolate and may continue to attend campus following your close contact with a positive/presumed case of COVID-19 provided:

- You are asymptomatic; and
- You can maintain public health measures: Wear a well-fitted mask in public (including schools and child care, unless under 2 years of age), physical distance and maintain other public health measures for 10 days following your last exposure if leaving home. You should NOT visit or attend work in any highest risk settings and not visit individuals who may be at higher risk of illness (i.e. seniors or immunocompromised) for 10 days after your last exposure.

Should your situation change (e.g., symptom onset, positive test result, or the close contact is no longer required to self-isolate), please provide an update to: covid19reporting@uwindsor.ca and follow the directions that apply to your new situation.

Employee FAQs 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

The first step in the work refusal process is to report the concern to your Supervisor. 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 Lifeworks, 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](#)
- [Mental Health and Well-Being Supports and Resources](#)
- Community resources and a listing of local support services available at: <https://www.wechu.org/cv/mental-health>

Additional Resources

University of Windsor [Return to Campus website](#)

[Windsor-Essex County Health Unit](#)

[Government of Canada Coronavirus information](#)

[Ontario Ministry of Health Coronavirus information](#)

[Public Services Health and Safety Association](#)

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>