



**What to do if an individual is symptomatic:**

**A. Illness at Coquitlam College – EMPLOYEES:**

**If an employee begins to feel unwell or otherwise experience cold, flu or COVID-19 symptoms (even mild) during a workday at Coquitlam College, the employee is to**

1. Place a clean mask over their nose and mouth (available from front office staff).
2. Wash their hands or use hand sanitizer.
3. Exit the premises and return home.
4. Call the front office 604-939-6633 to inform one of the following: Student Services staff, their Supervisor, the Vice Principal or Security, adhering to the staff protocol for absences; the Supervisor should notify the Principal or Designate.
5. Employee must complete the COVID-19 assessment tool: <https://bc.thrive.health/covid19/en> to help determine the next steps.
6. For cleaning purposes, inform the office staff member who will relay to Security (604-649-6314) of the room(s) and areas used within the College during your workday.
7. Temporary use of an isolation room (First Aid room next to Men's Staff bathroom) is available to those awaiting a safe ride home. If available for use the isolation room will have a sign on the door stating it is sanitized and accessible. A person must not enter the isolation room if there is signage noting "occupied" or "cleaning required." If this is the case, another safe place to stay will be found, such as one of the many empty classrooms.
8. The staff member will follow instructions at <https://bc.thrive.health/covid19/en> and may be asked to provide the following information for purposes of follow up or contact tracing by their physician or a public health officer:
  - Their symptoms/when symptoms began.
  - Where they have travelled and the room(s) and areas you have used within the College during the day
  - Where they are/were living (address)
  - Names of persons with whom they have had close or prolonged contact – particularly sick persons with a known fever, cough, or difficulty breathing. This information will be destroyed after three weeks.
9. For all life-threatening emergencies within Coquitlam College Main Campus, call 9-1-1 and report to Security or one of the Student Services staff.
10. The employee will be in contact with the Principal or Designate who will ensure that procedure will be followed as listed **on Appendix A entitled Public Health Actions**, attached, including contacting the Medical Officer for Fraser Health at 604-930-5404.

The College will maintain and keep records on first aid reports and incidents of exposure.

***Further questions can be directed to 8-1-1 or even 9-1-1 if it is an emergency.***

***9-1-1 is to be used only for emergencies (police, fire or medical) where an immediate response is required. When there is an emergency and lives are in danger, immediate action is needed, or there is a crime in progress.***



## COQUITLAM COLLEGE / Planning for COVID-19: Case management and outbreak response - continued

### B. Illness at Coquitlam College – STUDENTS Who Become Sick During the Day or who exhibit an elevated temperature upon entry to the building.

What to do if a student has a temperature or there are COVID-19 symptoms?

If a student begins to feel unwell with cold, flu or COVID-19 symptoms (even mild) during their day at a Coquitlam College campus, the student is to

1. Place a clean mask over their nose and mouth (available at security main floor or in the isolation room (our first-aid office).
2. Wash their hands or use hand sanitizer.
3. Exit the premises and return home.
4. Temporary use of an isolation room (First Aid room next to Men's Staff bathroom) is available to those awaiting a safe ride home. If available for use the isolation room will have a sign on the door stating it is sanitized and accessible. A staff member or Security can escort the student to the isolation room. Do not enter the isolation room if there is signage noting "occupied" or "cleaning required." If this is the case, another safe place to stay will be found, such as one of the many empty classrooms.
5. The student should access and complete the COVID-19 assessment tool:  
<https://bc.thrive.health/covid19/en>
6. The student should follow recommendations for testing, even for those with mild symptoms.
7. Staff can refer students to the following website provided by the Province of BC for information about accessing local BC COVID-19 Collection Centres:  
<https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>
8. For any questions or concerns, the student should call the main office line to request to speak to someone in Student Services for further advice and information: 604-939-6633
9. Sick students on campus must call the Health and Safety Liaison Coordinator at 604-939-6633 to relay the following information:
  - Name
  - Coquitlam College ID number
  - phone number where you can be reached for follow up
10. A physician's note may be requested by the College before re-entry.
11. The Principal or Designate who will ensure that procedure will be followed as listed **on Appendix A entitled Public Health Actions**, attached, including contacting the Medical Officer for Fraser Health at 604-930-5404.

You can find the official **Coquitlam College COVID-19 Safety Plan** at the following link:

<https://www.coquitlamcollege.com/wp-content/uploads/2021/06/1-Post-secondary-COVID-19-safety-plan.pdf>



## COQUITLAM COLLEGE / Planning for COVID-19: Case management and outbreak response – continued

### C. Isolation Room protocol: Instructions for the Security Guard, or other member of Student Services – Student or Staff Illness

If a student or staff member needs access to the isolation room (First Aid Room) due to illness:

1. Sanitize hands, don mask, don face shield, remain 6 feet away from symptomatic student/staff member.
2. Ensure the student or staff member is wearing a mask and has used hand sanitizer.
3. Escort student or staff member to the First Aid Room, the designated Isolation room, while physically distancing.
4. For cleaning purposes, inform Security of the room(s) and areas used within the College during the course of your workday.
5. Forward information of the room(s) and areas used within the College during their day
6. Forward the student details to the Principal or Designate, or the Health and Safety Committee Liaison who will ensure that procedure will be followed as listed **on Appendix A entitled Public Health Actions**, attached, including contacting the Medical Officer for Fraser Health at 604-930-5404.

You can find the official **Coquitlam College COVID-19 Safety Plan** at the following link:

<https://www.coquitlamcollege.com/wp-content/uploads/2021/06/1-Post-secondary-COVID-19-safety-plan.pdf>