



## **Capital College**

### **COVID -19 Outbreak Response Plan**

If faculty, staff, or students develop symptoms while at the institution, the symptomatic individual will be separated from others in a supervised area.

Arrangements will be made to have the individual return to their place of residence.

- Arrangements for transportation will be coordinated if required.
- The director will be informed and a report, including contact tracing will be made.
- As soon as required, health authorities will be informed and directions taken.
- Staff responsible for facility cleaning will clean and disinfect the space where the individual was separated and any areas used by them while on campus (e.g., classroom, bathroom, common areas).
- As required, all other health reporting guidelines will be adhered to.

Employees and students who have been in contact with an affected person or who was working/studying in at the campus will be notified immediately and may need to isolate for 14 days

#### **Step by step response:**

In the case of an outbreak, the following steps will be followed:

1. The College will be in full compliance with federal, provincial, and public health orders and safe-operating guidelines.
2. In the case of an outbreak, the College will contact the regional public health authority which oversees and managing cases of COVID-19.
3. As directed by the health authority, the college will provide all required documentation, records, and related information. The College maintains and will keep on-site records all staff and visitors, on COVID-19 instructions and training provided to workers and students and first aid reports and any incidents of exposure.

3. As required the community will be notified as directed by the Health Authority. The College has developed a communication plan to work with the health authority. Confidentiality will be maintained, and the content of the message will be consistent with provincial and local public health advice.

4. The College will review workplace practices relating to COVID-19 and other health and safety matters. Additional communication may be required as new information is made available that may affect health and safety protocols.

5. The Institution's Health and Safety Committee will meet to discuss any recommendations from the Health Authority.

6. Recommended changes will be implemented as required to protect the health of the public.

**Follow up support:**

If feeling unwell, it may be the case that they have a common cold or flu, rather than COVID-19. Regardless, if they have cough and flu-like symptoms, however mild, they should self-isolate and get tested.

- If symptoms persist, the individual will be instructed to contact 8-1-1 or their local health care provider for further direction.

While self-isolating, the individual should monitor daily for fever, cough and worsening symptoms and check temperature each day (if possible). The BC self-assessment tool will help assess symptoms.

- If individuals have worsening symptoms at any time OR the individual is not feeling better 5 or 6 days after they initially started feeling unwell, they should call 8-1-1; a family doctor; or an Urgent and Primary Care Centre.
- If at any time they are feeling very unwell and are worried this might be an emergency (e.g. severe difficulty breathing or chest pain), they should call 9-1-1.

Reference: Modified from: Fraser Health self isolation information.  
<https://www.fraserhealth.ca/health-topics-a-to-z/coronavirus/self-isolation-information#.X4OEoGhKjcs>