

Columbia College COVID-19 Related Absences for Staff

NOTE:	Clarification of Terms
<i>Must; Shall; Will:</i>	These words or phrases indicate actions or activities that are essential or mandatory .
<i>Should:</i>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<i>May or Could; Can:</i>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

To assist all staff on how to proceed if you are experiencing COVID-19 related symptoms, please review the following:

If you have **ANY** COVID-19 related symptoms, please stay home.

As of September 30, 2020, Alberta Health Services (AHS) states:

You are legally required to isolate for a minimum of **10 days if:**

- You have a cough, fever, shortness of breath, runny nose, or sore throat that **is not related** to a pre-existing illness or health condition.
- You have tested positive for COVID-19

<https://www.alberta.ca/isolation.aspx>

Please call your Manager to notify the College of your absence. Please specify if the absence is due to a COVID-19 related symptom. The COVID-19 Response team will be notified of all absences. All personal information will remain confidential.

If you have symptoms, we recommend strongly that you be tested for the COVID-19 virus. Call 811 or book online: <https://www.albertahealthservices.ca/topics/Page17058.aspx>

If you choose **NOT** to be tested, you **MUST** remain home for a minimum of 10 days from the start of the symptoms or until your symptoms are gone (**whichever is longer**). For example, if you have a fever, and the fever is gone after two days, you will be required to stay home another 8 days for a total of 10 days.

If you have had a COVID-19 test and the results are negative, AND you have no known exposure to the virus, you may return to campus when symptoms are gone. This may be fewer than 10 days in some instances. Please submit your test results to the COVID-19 Response Team before returning to campus.

If you have received a Positive COVID-19 test result, please contact your Program Manager or COVID-19 Response team immediately. Alberta Health Services will provide direction to you if you have received a positive test.

The COVID-19 Response Team email address is covid@columbia.ca