

DIRECTIVE TITLE	Absences from Campus Due to COVID-19
DIRECTIVE NUMBER	D-1.2
APPROVAL DATE	May 27, 2020
APPROVAL BODY	College Executive Team
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	
HOLDER	Executive Director, Human Resources
RESPONSIBLE OPERATIONAL LEADER	
SUPPORTING DOCUMENTS	

ABSENCES FROM CAMPUS DUE TO COVID-19

PURPOSE

The purpose of this directive is to protect the health and safety of Camosun College employees and students with consistent direction to remain off-campus in the event of suspected or actual symptoms associated with COVID-19.

DIRECTIVE APPLICATION, SCOPE, AND/OR LIMITS

This directive applies to all Camosun College employees and students.

PRINCIPLES

1. The health and safety of Camosun College employees, students, and on-campus guests is the top priority.
2. Any work on campus, whatever its nature, will be carried out while strictly respecting the orders of public health authorities, WorkSafeBC, and government directives.
3. Work from home is to be maintained as much as possible.

VIRUS TRANSMISSION

According to the BC Centre for Disease Control (BCCDC), human coronavirus cause infections of the nose, throat, and lungs. They are most commonly spread from an infected person through:

- Respiratory droplets generated when you cough or sneeze;
- Close, prolonged personal contact; or
- Touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

Current evidence suggests person-to-person spread of COVID-19 is efficient when there is close contact which makes physical distancing an important prevention measure.

Individuals who are infected with COVID-19 may have few to no symptoms, or symptoms that are similar to a cold or flu. The symptoms of COVID-19 can include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

People infected with COVID-19 may also experience gastrointestinal symptoms like diarrhea, nausea and vomiting a few days after the onset of the above symptoms. If you only have gastrointestinal symptoms you may not have COVID-19.

Symptoms can range from mild to severe. Sometimes people with COVID-19 have mild illness, but their symptoms may suddenly worsen in a few days. Symptoms may take up to 14 days to appear after exposure to COVID-19.

Evidence suggests that the virus can be spread by people who is infected but not showing symptoms (pre-symptomatic) or never develops symptoms (asymptomatic).

REQUIREMENTS

1. ATTENDING ON-CAMPUS WHILE EXPERIENCING SYMPTOMS – EMPLOYEES, STUDENTS AND GUESTS

- a. Employees, students or guests experiencing symptoms associated with COVID-19 – even if very mildly – are not permitted to be on-campus.
- b. If employees, students or guests arrive on campus displaying symptoms associated with COVID-19 – even if very mildly – they may be asked to remove themselves from campus as soon as possible and until the symptoms resolve.
- c. If employees, students or guests begin experiencing symptoms associated with COVID-19 while on campus, they must remove themselves from the College as soon as possible.

2. REPORTING AN ILLNESS-RELATED ABSENCE - EMPLOYEE

- a. Employees working at home or on-campus who experience symptoms associated with COVID-19 or entering self-isolation must contact their Workplace Leader as soon as possible.

Employees feeling unwell can use [B.C.'s self-assessment tool for COVID-19](#) to determine if further assessment or testing may be required.

Employees are also encouraged to contact their primary care provider, local public health office, or call 8-1-1, if they believe they may have been exposed to the virus.

For more information, consult the [BCCDC testing guidelines](#) or the [BCCDC guidelines for self-isolation](#) protocols and requirements.

- b. Employees working remotely who: experience mild symptoms associated with COVID-19; are diagnosed with COVID-19 but are asymptomatic; or who self-quarantine may continue to work remotely as long as they feel well enough to do so.
- c. If, at any time, an employee's symptoms prevent them from performing assigned work duties, sick leave provisions in *Collective Agreements* or *Terms and Conditions of Employment for Exempt Employees* will apply.
- d. Employees are required to notify their Workplace Leader if they are self-quarantining for 14 days after arriving in British Columbia from outside Canada.

*As of March 25, 2020 it is mandatory Under the [Quarantine Act](#) that anyone arriving in British Columbia from outside of Canada to self-isolate and monitor for symptoms for **14 days upon their arrival** and complete/register a [self-isolation plan](#).*

REPORTING AN ILLNESS-RELATED ABSENCE – STUDENT

If a student is feeling unwell, they should inform their instructor that they will be unable to participate in any in-person classes. Where possible, alternative means of participating in the learning will be arranged. Students will not be academically penalized for such absences.

Consult the [BCCDC guidelines for self-isolation](#) testing and self-isolation protocols and requirements.

Students are also required to notify their instructor if they are self-quarantining for 14 days after arriving in British Columbia from outside Canada.

As of March 25, 2020 it is mandatory Under the [Quarantine Act](#) that anyone arriving in British Columbia from outside of Canada to self-isolate and monitor

*for symptoms for **14 days upon their arrival** and complete/register a [self-isolation plan](#).*

RELATED LEGISLATED REFERENCES

- [Government of Canada Quarantine Act](#)

RELATED EMPLOYEE SICK LEAVE PROVISIONS

- [BCGEU Collective Agreement](#) - Article 15
- [CCFA Collective Agreement](#) – Article 15
- [CUPE Collective Agreement](#) – Article 21

RELATED LINKS

- Camosun College Policy – [Occupational Health and Safety](#)
- [Camosun College Sick Leave and Disability Benefits Plan Information](#)
- [BC Centre for Disease Control](#)