

COVID-19 Response for Research labs and Support Staff:

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Purpose:

This document highlights the procedure for PI's, supervisors and managers if they have students/employees who show symptoms (fever, cough, difficulty breathing, etc.) or test positive for COVID-19

Student or employee is symptomatic OR believe they have been in contact with a positive case:

What you should do:

- The student/employee should immediately self-isolate (supervisor should record the first day of symptoms)
- It is recommended that the student/employee get tested as soon as possible
- If the student/employee refuses testing, they should self-isolate for 14 days after the first sign of symptoms (Note: If individual refuses testing it must be assumed that they have a positive case)
- All researchers/employees who have come into contact with symptomatic individual should also self-isolate until the results of the test have come back negative:
 - **Note:** Contact, as defined by Ottawa Public Health is considered close contact either without masks or interactions closer than 2 meters for longer than 15 minutes at a time
- Lab space **and/or** office should be thoroughly disinfected by remaining lab members or employees (while wearing appropriate PPE; Gloves, Mask):
 - Wash all high contact points with soapy water
 - Once dry, liberally spray all high contact points with isopropanol solution (70% v/v)
 - Allow solution to be in contact with surfaces for 3 minutes or until solution has evaporated
 - Wipe down surfaces with isopropanol soaked cloth or paper towel
 - Leave room and remove and dispose of gloves and mask

Who you should contact:

- All lab members or staff should be informed
- Supervisors who have students/staff that may have come in contact with the symptomatic individual
- Chair of the department
- Any Core facility manager whose facility was used by symptomatic individual
- HSRM (Alex Daniels; adaniel2@uottawa.ca). This will not prompt any contact tracing

A Student or employee has tested positive:

What you should do:

- Individual should begin self isolation for 14 days from first sign of symptoms
- All Students/Employees who share a lab-space or office with symptomatic individual should either self-isolate for 14 days or get tested (they may come back to work if a negative test is received OR after 14 day period since last contact with positive case)
 - Anyone refusing to be tested should self-isolate for 14 days
- Any lab members or close contacts not sharing a lab/office space should be told by supervisor to do self-assessments and follow suggested protocol:
 - <https://ca.thrive.health/covid19/en> (English)
 - <https://ca.thrive.health/covid19/fr> (français)

Who you should contact:

- All lab members should be informed
- Other supervisors who have students that may have come in contact with the symptomatic individual
- Dean
- Chair of the department
- Health and Wellness (sdesnoy2@uottawa.ca)
- HSRM (Alex Daniels; adaniel2@uottawa.ca)
 - Will start contact tracing + communications to department and to ORM/Health and Wellness

Info to provide HSRM for positive cases:

- ✓ **Name of student(s)/employee(s) who are self-isolating for 14 days** (this information will be kept confidential and will only be shared with health and safety employees)
- ✓ **Location of lab and/or office**
- ✓ **Date when student began showing symptoms**
- ✓ **Last time student was on campus**
- ✓ **Commonly used spaces** two days before symptoms up to the last time student was on campus
 - Which labs were they working in (building and room number)
 - What core facilities were used during this period of time
 - Were any support staff visited (i.e. Chemistry secretariat, Grad Office, Deans Office)

What will be done once HSRM has been informed?

- If positive case is an employee:
 - Lise Griffith OR Sonia Desnoyers (Health and Wellness) will be informed of the situation
- If positive case is a student or researcher:
 - Mike Histed (ORM) will be contacted
- Ottawa Public Health will be informed of a positive case which will prompt their own contact tracing procedure

- FoS Contact Tracing:
 - Immediately contact anyone who was deemed to be at highest risk and find which areas on campus were regularly used by infected individual
 - Supervisors of these areas will be informed such that employees/students can do self-assessments and determine their next steps
 - Core facilities and Support staff who were in contact with either the infected individual or high risk contacts will be informed
- Communication will be sent to the department with the guidance of the OPH communications team
 - Key information will include:
 - Date of test and last date affected person was on campus
 - Affected building and floor
 - Reminder that those people at higher risk should do self assessments and follow suggestions given by Ottawa Public Health