



RISK MANAGEMENT AND STRATEGIC PROJECTS

COVID-19 Confirmed Cases and Close Contacts Protocol

Checklist

This serves as a checklist for use by managers at the University regarding what to do when there is a student or staff member with confirmed COVID-19

Action Item Checklist

Action Item	Tick
1. Immediately reported the confirmed case of COVID-19 to the office of the designated Compliance Officer (Chief Risk Officer) and Manager: SHE and Sustainability.	
2. Provided background information that may be relevant for further action including events leading up to the report	
3. Ensured that the person with the confirmed case self-isolates for the prescribed minimum period of 10 days	
4. Assisted with contact tracing activities of persons that may have been in contact with confirmed case	
5. Informed those that may have been in contact with the confirmed case to quarantine for 10 days and test if symptoms develop	
6. Inform the Human Resources department regarding the confirmed case and people that may have been in contact and	
7. Leave and other relevant HR arrangements facilitated	
8. The closing off of the building, office, facilities, or areas that the confirmed case may have used facilitated	
9. Cleaning and disinfection of the building, office, facilities, or areas that the confirmed case may have used facilitated	
10. Case registered with the National Institute for Communicable Diseases and informs the provincial public health authorities.	