



RAPID RESPONSE PLAN

September 2020

St. Mary's University
14500 Bannister Road SE
Calgary, AB T2X 1Z4

OUTBREAK RESPONSE

A. Response Protocol

PROCEDURE FOR SYMPTOMS

If a St. Mary's staff, faculty, student, contractor, or visitor report any symptoms of COVID-19 (fever, cough, runny nose, difficulty breathing, or shortness of breath) that is not related to a pre-existing condition, the following procedure must be followed:

1. The staff, faculty, student, contractor, or visitor (the individual) should report their symptoms immediately the following people:
 - a. Report it through the [St. Mary's Safe app](#) COVID-19 incident report form
 - b. Their leader (Supervisor, Team Lead, Director, Manager, VP, Area Chair, Practicum Advisor, or Dean)
2. If a leader is informed by one of their staff members that they have symptoms of COVID-19, the leader must ensure that their staff member has filled out the COVID-19 incident report form on the St. Mary's Safe app.
3. Upon reporting symptoms, the individual must be informed to immediately isolate for 10 days or until symptoms are gone (whichever is longer) per guidelines from [Alberta Health Services](#) (AHS). If the individual is onsite, they must be sent home immediately.
4. The individual must be sent the link to the [AHS self-assessment tool](#) and should be strongly encouraged to get tested.
5. Once the individual is offsite, their work space and areas that they were in will be disinfected immediately.
6. Once the test results are back, the individual must report their test results through the [St. Mary's Safe app](#) COVID-19 incident report form and to their leader.
7. If the test result is negative, the individual is no longer legally required to isolate (unless they are a close contact of someone who has tested positive), however, it is recommended by AHS that they continue to isolate until symptoms resolve.

PROCEDURE FOR POSITIVE CASE

If a St. Mary's staff, faculty, student, visitor or contracted worker (the individual) reports a lab confirmed positive case, the following procedure must be followed:

1. The individual must report their test results to following people:
 - a. Report it through the [St. Mary's Safe app](#) COVID-19 incident report form
 - b. Their leader (Supervisor, Team Lead, Manager, Director, VP, Area Chair, Practicum Advisor, or Dean)
2. If a leader is informed that one of their staff members has tested positive for COVID-19, they must ensure that their staff member has filled out the COVID-19 incident report form on the St. Mary's Safe app.
3. The individual who has the positive test result will be informed to immediately isolate for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
4. The Director of Facilities (Incident Commander) will immediately contact AHS and start the process of contact tracing. The Incident Commander will also contact Occupational health and safety (if applicable) to inform them that there is someone on the worksite who has tested positive for COVID-19.
5. Contact tracing at the University will follow the steps laid out in the COVID-19 contact tracing checklist found on the last page of this document. You may also be contacted by AHS contact tracing and should follow any directives provided by AHS.
6. If necessary, the VP Academic (Secondary Incident Commander), the Registrar and appropriate Directors & Managers may be contacted to help with any StMU related cases (for example, pulling student class schedules).
7. The Director of Facilities will shut down the building that the individual was in and immediately consult with AHS for required deep cleaning protocols.
8. The individual with a positive test result will not be allowed back on campus until the isolation period is over or until symptoms resolve, whichever takes longer.

*****Any identifying information about the positive COVID-19 case is subject to PIPA and will only be provided to those individuals who require it for incident management*****

COVID ALERT APP

St. Mary's staff and faculty will be encourage to download the Government of Canada's mobile app [COVID Alert](#) to aid in federal contact tracing of COVID-19.

ST. MARY'S SAFETY APP – COVID-19 INCIDENT REPORT



Individuals should use the campus safety app, St. Mary's Safe, to fill out a COVID-19 incident report form. This red button can be found on the top row of the app.

COVID-19 Scenario Frequently Asked Questions (FAQ)

I have symptoms of COVID-19 (runny nose, sore throat, fever, shortness of breath, or difficulty breathing) that are NOT related to a pre-existing condition, what do I do?

1. Immediately fill out a COVID-19 incident report form on the [St. Mary's Safe app](#) with the date that symptoms started and inform your leader of your symptoms.
2. You are legally required to immediately isolate for 10 days (starting from the date symptoms started).
3. Take the [AHS online self-assessment](#) and get tested immediately.
4. When you receive your test results, fill out a COVID-19 incident report form on [St. Mary's Safe app](#) and inform your leader immediately.

I have a pre-existing condition where the symptoms are similar to COVID-19 (e.g. Allergies), what do I do?

1. You are not required to isolate. You may come onto campus and continue work as usual.
2. If your symptoms become worse than what they typically are for your pre-existing condition, or if you develop new symptoms that align with COVID-19, please see the first procedure for COVID-19 symptoms.

I have tested positive for COVID-19, what do I do?

1. Immediately fill out a COVID-19 incident report form on [St. Mary's Safe app](#) and inform your leader that you have tested positive.
2. Follow guidance that AHS will provide to you about isolation.
3. A St. Mary's University representative will be in touch with you to conduct contact tracing. AHS contact tracing may also be in contact with you and you should follow any directives given to you by AHS.
4. You must continue to isolate for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer, unless AHS has given you other directives.

My test results came back negative for COVID-19 but I still have symptoms, what do I do?

1. Immediately fill out a COVID-19 incident report form on [St. Mary's Safe app](#) and inform your leader that you have tested negative.
2. If you tested negative and have no known exposure to COVID-19, you are not legally required to isolate, however, it is highly recommended that you continue to isolate until your symptoms resolve to prevent others from getting sick.



A family member, close contact, or someone I live with has symptoms of COVID-19 but I do not, what do I do?

1. Since you do not have symptoms, you do not need to isolate. You are able to come onto campus and continue work as usual until the family member, close contact, or person you live with gets their test results back.

A family member, close contact or someone I live with has tested positive for COVID-19, what do I do?

1. Immediately fill out a COVID-19 incident report form on [St. Mary's Safe app](#) and inform your leader that you have a family member, close contact, or someone you live with who has tested positive.
2. You are legally required to isolate for 14 days and monitor symptoms. Even if you receive a negative test result, you must still isolate for 14 days.
3. A St. Mary's University representative will be in touch with you to conduct contract tracing. AHS contact tracing may also be in contact with you and you should follow any directives given to you by AHS.
4. If you become sick with symptoms of COVID-19 during the 14 days, you must isolate for an additional 10 days from the beginning of symptoms, or until you are feeling well, whichever takes longer.

I'm a Pre-Service teacher and someone I have been in contact with at my placement school has tested positive for COVID-19, what do I do?

1. Immediately fill out a COVID-19 incident report form on [St. Mary's Safe app](#) and inform your practicum advisor of your contact.
2. Inform your cooperating teacher and the Principal of your placement school that you have been a close contact of someone who tested positive and will be self-isolating.
3. Your practicum advisor and practicum coordinator will work with you to determine the appropriate steps to take to finish work for your placement.
4. A St. Mary's University representative will be in touch with you to conduct contract tracing. AHS contact tracing may also be in contact with you and you should follow any directives given to you by AHS.
5. If you become sick with symptoms of COVID-19 during the 14 days, you must isolate for an additional 10 days from the beginning of symptoms, or until you are feeling well, whichever takes longer.
6. Please follow the instructions of your practicum placement school for when you are allowed to return to your placement.

Detailed information on COVID-19 isolation requirements can be found here:

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

DEFINITIONS

Isolation: Isolation means avoiding situations where you could infect other people.

- Stay home – do not leave your home or attend work, school, social events or any other public gatherings.
- Avoid close contact with people in your household, especially seniors and people with chronic conditions or compromised immune systems.
- You are prohibited from taking public transportation like buses, taxis or ride-sharing.
- Do not go outside for a walk through your neighbourhood or park. This includes children in mandatory isolation.
- You can get fresh air in your backyard, if you have one, but you must remain on private property not accessible by others.
- If you live in an apartment building or high-rise, you must stay inside and cannot use the elevators or stairwells to go outside. If your balcony is private and at least 2 metres away from your closest neighbour's, you may go outside on the balcony.

Close Contact: Close contacts are defined as anyone who was within two meters of a positive case of COVID-19 for more than 15 minutes, even if a mask was worn during that contact. A close contact is ALSO someone who has had direct contact with bodily fluids of a person who has COVID-19 (e.g., was coughed or sneezed on), or who provided direct care for a person who has COVID-19. Anyone who falls into any of the above categories is considered a close contact of a confirmed case of COVID-19.

StMU COVID-19 Contact Tracing Checklist

The following is the contact tracing checklist that should be used when St. Mary's receives a positive COVID-19 test result through the St. Mary's safety app. If a positive case is reported via email, the individual will be informed that they must submit an incident report through the app.

- If the individual is a student, the Registrar will pull the class list of the student to see which courses requires the student to be on campus. If the student has been in an in-person class, Alberta Health Services (AHS) will determine if that entire class needs to isolate and get tested.
- A StMU representative will reach out to the positive case and retrieve the following information when directed by the Incident commander.
 - Full Name
 - DOB
 - When did symptoms start, when was test taken, when were results received?
 - Has the individual been on campus in the past two weeks?
 - Where on campus has this individual been?
 - Has the individual been in close contact with any StMU students, staff, faculty, volunteers, or contractors either on or off campus over the past two weeks?
 - If this is a student, are they employed by the University or do they have any involvement with clubs on campus
 - If this is a student in the B'Ed program, where is their placement?
 - When was the last time they were at the placement school?
- Incident Commander will share interview information with AHS.
- If the positive case is a student in the B'Ed program, the Incident Commander, Dean of Education, or VP Academic, will contact the following people
 - Student's Practicum Advisor
 - The Principal of the placement school
 - The Superintendent
 - AHS point of contact (Incident Commander)
- If the positive case is a staff or faculty member, the Director of Human Resources will be brought in to the incident investigation.
- StMU will reach out to any close contacts associated with the positive case and inform them to isolate and get tested when directed by the Incident Commander.
- StMU will follow up with the close contacts daily to see if they have received test results or any directives from AHS.