

COVID-19 RAPID RESPONSE PLAN - RESPONDING TO AN ELEVATED RISK



Notification of Symptoms Not in Residence Dorm

1. If a member of the College Community begins to experience COVID-19 symptoms while on campus (fever, cough, sore throat, shortness of breath, difficulty breathing, runny nose, nasal congestion, feeling unwell, fatigued, nausea, vomiting, diarrhea, muscle aches, headache, pick eye) not related to a pre-existing condition they must:
 - 1.1. Call 911 if they are seriously ill and need immediate medical attention. Inform dispatch that they may have COVID-19. If 911 is not required, continue to 1.2.
 - 1.2. Wash hands with soap and water and ensure to wear a mask at all times prior to leaving campus. After washing hands and putting on a mask:
 - 1.2.1. Employee (includes volunteers)**
 - 1.2.1.1. Exit building via nearest possible exit and notify their Supervisor that they do not meet conditions of GPRC's screening process.
 - 1.2.1.2. Advise a Rapid Response Risk Assessor of non-brief interactions with other members of the College Community (e.g. shared equipment, worked in the same area, etc.) over the past two weeks. Advise Rapid Response Risk Assessor of main locations where work was completed, or locations that are high traffic where activity by the individual was completed over the past two weeks.
 - 1.2.1.3. They must isolate themselves at home in accordance with Chief Medical Officer orders and call 811 for advice on screening, testing and further instruction.
 - 1.2.2. Non-Residence Student**
 - 1.2.2.1. Exit building via nearest possible exit.
 - 1.2.2.2. Call Student Services Switchboard Operator 780-539-2911 to advise on symptoms and confirm contact information. A member of Student Services will then follow up with the symptomatic non-residence student. Advise Student Services member of non-brief interactions with other members of the College Community (e.g. shared equipment, worked in the same area, etc.) over the past two weeks. Advise Student Services member of main locations where work was completed, or locations that are high traffic where activity by the individual was completed over the past two weeks.
 - 1.2.2.3. They must isolate themselves at home in accordance with Chief Medical Officer orders and call 811 for advice on screening, testing and further instruction.
 - 1.2.3. Residence Student**
 - 1.2.3.1. Exit building via nearest possible exit, isolate in their dorm and follow **Notification of Symptoms in Residence Dorm.**
 - 1.2.4. Clinical/Practicum/Work Experience Student**
 - 1.2.4.1. Notify direct supervisor immediately and follow rapid response protocols per the clinical/practicum/work placement organization's rapid response plan for COVID-19.
 - 1.2.4.2. Call Student Services Switchboard Operator 780-539-2911 to advise on status and confirm contact information. A member of Student Services will then follow up with the symptomatic student.
 - 1.2.4.3. They must isolate themselves at home in accordance with Chief Medical Officer orders and call 811 for advice on screening, testing and further instruction.
 - 1.2.5. Continuing Education Student**
 - 1.2.5.1. Notify Continuing Education Instructor of symptoms developing
 - 1.2.5.2. Exit building via nearest possible exit.
 - 1.2.5.3. They must isolate themselves at home in accordance with Chief Medical Officer orders and call 811 for advice on screening, testing and further instruction.
 - 1.2.6. Contractor**
 - 1.2.6.1. Exit building via nearest possible exit.
 - 1.2.6.2. Advise GPRC Contract Overseer of non-brief interactions with members of the College Community (e.g. shared equipment, worked in the same area, etc.) over the past two weeks. Advise GPRC Contract Overseer of main locations where

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work was completed, or locations that are high traffic where activity by the individual was completed over the past two weeks.

- 1.2.6.3. They must isolate themselves at home in accordance with Chief Medical Officer orders and call 811 for advice on screening, testing and further instruction.
- 1.3. Employees and students who are symptomatic must register on GPRC COVID-19 website (https://www.gprc.ab.ca/risk_management/covid19/login.html).
- 1.4. Symptomatic individuals should use AHS' COVID-19 Self-Assessment or contact 811 for screening and testing, follow isolation instructions provided, and notify their Supervisor / GPRC Contract overseer or Student Services of any testing results.
2. **Student Services, the GPRC Contract overseer, or the Supervisor** of the member of the College Community will:
 - 2.1. Arrange for transportation of the symptomatic individual to their home if the individual is too unwell to drive / cannot arrange their own transport.
 - 2.2. Contact Campus Security to advise of the symptomatic individual, and sign the individual out on their behalf.
 - 2.3. Contact a Rapid Response Risk Assessor and applicable VP to verify that they are aware of an individual developing symptoms while on campus.
 - 2.4. Student Services or the GPRC Contract Overseer to share symptomatic individual's previous two-week information with a Rapid Response Risk Assessor.
 - 2.5. Connect with the individual while they are isolating to be updated on their condition and any test results.
 - 2.6. Review work from home options with employees / students isolating at home.
3. **Continuing Education Instructor will:**
 - 3.1. Arrange for transportation of the symptomatic individual to their home if the individual is too unwell to drive / cannot arrange their own transport.
 - 3.2. Contact Campus Security to advise of the symptomatic individual, and sign the individual out on their behalf.
 - 3.3. Contact a Rapid Response Risk Assessor and Director, Continuing Education to verify that they are aware of an individual developing symptoms while on campus.
 - 3.4. Share symptomatic individual's previous two-week information with a Rapid Response Risk Assessor.
4. **Rapid Response Risk Assessors include:**

Manager, Enterprise Risk, cell phone # 780-296-5941
Security Administrator, cell phone # 780-876-0625
Director, Facilities Maintenance & Operations, cell phone # 780-830-9772

Upon notification of a symptomatic individual Rapid Response Risk Assessors will:

- 4.1. Arrange for additional cleaning and disinfecting by contracted custodial of all surfaces and high touch points that may have come into contact with the symptomatic person.
- 4.2. Work in collaboration with Student Services / Residence Manager, or Director, Continuing Education, on all student information.
- 4.3. Assess the symptomatic individuals previous two weeks and compare against information of other symptomatic individuals.
- 4.4. Share information with VP of symptomatic individual.
- 4.5. Work with applicable Supervisors of members of the College Community who experienced non-brief interactions with the symptomatic individual and assess risk from each interaction.
 - 4.5.1. Depending on the risk assessment, members of the College Community who interacted with the symptomatic individual are to self-monitor for COVID-19 symptoms and may be requested to quarantine themselves from GPRC premises (except the dorm they reside in if they are a tenant).
5. If GPRC learns that two or more staff or students have become symptomatic and have a known location link (e.g. inhabit the same residence, attend the same class, work in the same department, etc.), GPRC will notify Alberta Health Services (811).
6. In the event that public health testing determines an individual is a presumptive or confirmed case, GPRC will work with Alberta Health Services to appropriately address the situation and to ensure

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the health and safety of other members of the College Community. Alberta Health Services will provide specific instructions on a case-by-case basis to those individuals who may have been exposed and provide guidance and direction to GPRC on what measures to take.

7. GPRC will work cooperatively with AHS to ensure those potentially exposed to symptomatic individuals receive appropriate instruction.

Notification of Symptoms in Residence Dorm

1. If a tenant in Residence begins to experience COVID-19 symptoms (fever, cough, sore throat, shortness of breath, difficulty breathing, runny nose, nasal congestion, feeling unwell, fatigued, nausea, vomiting, diarrhea, muscle aches, headache, pick eye) not related to a pre-existing condition they must:
 - 1.1. Call 911 if they are seriously ill and need immediate medical attention. Inform dispatch that they may have COVID-19. If 911 is not required continue to 1.2.
 - 1.2. They must isolate themselves in their dorm.
 - 1.3. Advise Residence Manager of non-brief interactions with other members of the College Community (e.g. shared equipment, worked in the same area for more than an hour, etc.) over the past two weeks. Advise Residence Manager of main premises locations where work was completed, or premises locations that are high traffic where activity by the individual was completed over the past two weeks.
 - 1.4. Students who are symptomatic must register on GPRC COVID-19 website (https://www.gprc.ab.ca/risk_management/covid19/login.html).
 - 1.5. Symptomatic individuals should use AHS' COVID-19 Self-Assessment or contact 811 for screening and testing, follow isolation instructions provided, and notify their Residence Manager of any testing results.
2. The Residence Manager will:
 - 2.1. Record information from the symptomatic individuals on who they interacted with and where they worked on premises for the previous two weeks.
 - 2.2. Work with other tenants and encourage good handwashing / cleaning practices and physical distancing. Students are not to enter the self-isolating student's room.
 - 2.3. Bathroom designation may already have been assigned but if not then this will occur.
 - 2.4. Arrange for additional cleaning and disinfecting of all surfaces and high touch points that may have come into contact with the symptomatic person.
 - 2.5. Assess if tenants need to relocate to designated dorms / rooms and if moved consider the safe handling of their belongings.
 - 2.6. Share information with their VP, and a Rapid Response Risk Assessor.
 - 2.7. Connect with the individual while they are isolating to be updated on their condition and any test results.
 - 2.8. Provide support to the self-isolating student within available means and resources. Procedures to support isolating residents, including delivery of meals, laundry, and washroom use must be prepared.
3. **Rapid Response Risk Assessors** upon notification of a symptomatic individual will:
 - 3.1. Assess the symptomatic individuals previous two weeks and compare against information of other symptomatic individuals.
 - 3.2. Work with applicable members of the College Community who experienced non-brief interactions with the symptomatic individual and assess risk from each interaction.
 - 3.2.1. Depending on the risk assessment, members of the College Community who interacted with the symptomatic individual are to self-monitor for COVID-19 symptoms and may be requested to quarantine themselves from GPRC premises (except the dorm they reside in if they are a tenant).
4. If GPRC learns that two or more staff or students have become symptomatic and have a known location link (e.g. inhabit the same residence, attend the same class, work in the same department, etc.), GPRC will notify Alberta Health Services (811).
5. In the event that public health testing determines an individual is a presumptive or confirmed case, GPRC will work with Alberta Health Services to appropriately address the situation and to ensure

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the health and safety of other members of the College Community. Alberta Health Services will provide specific instructions on a case-by-case basis to those individuals who may have been exposed and provide guidance and direction to GPRC on what measures to take.

6. GPRC will work cooperatively with AHS to ensure those potentially exposed to symptomatic individuals receive appropriate instruction.

General Information

Follow the same procedures listed above if a person is not symptomatic but they were advised that they or anyone in their household had been in contact in the last 14 days with someone that is being investigated or confirmed to be a case of COVID-19.

All post-secondary institutions are required to have detailed plans for a rapid response to illness and outbreaks on campus and in associated student residence.

Members of the College Community who start to experience symptoms associated with COVID-19 while onsite must immediately isolate at home. Enhanced cleaning will take place in the area where the member of the College Community was working.

Symptomatic individuals should use AHS' COVID-19 Self-Assessment or contact 811 for screening and testing. Employees must notify their Supervisor if they are self-isolating.

If GPRC learns that two or more members of the College Community have become symptomatic and have a known location link (e.g. inhabit the same residence), GPRC will follow its rapid response plan to illness and outbreaks on campus and will notify Alberta Health Services (811) per post secondary relaunch guidelines (<https://open.alberta.ca/publications/covid-19-information-guidance-for-post-secondary-institutions>). Records (may include pre-screening checks, class / work schedule, risk assessment, etc.) may be sought up to two-weeks prior to the individual becoming ill.

GPRC will work cooperatively with AHS to ensure those potentially exposed to symptomatic individuals receive appropriate instruction.

Members of the College Community must complete the Screening Process daily via the GPRC COVID-19 mobile app or paper form. If a member of the College Community does not meet the conditions of the Screening Process they will not be allowed inside the premises and must self-isolate.

Residences will have rooms dedicated to allow for symptomatic residents and residents with COVID-19 and their close contacts to isolate.

Residences will keep up-to-date contact information for all residents and will keep record of visitors, repair persons and delivery personnel who enter the Residences. Residences should consider "no-visitor" or "essential visitors only" policies.

GPRC will keep contact information for all staff and students, and keep daily attendance lists for in-person classes.

Rapid Response Risk Assessors include:

- Manager, Enterprise Risk, cell phone # 780-296-5941
- Security Administrator, cell phone # 780-876-0625
- Director, Facilities Maintenance & Operations, cell phone # 780-830-9772

Quarantine vs Isolation

One of the first critical steps to preventing further transmission of disease is the implementation of quarantine and isolation procedures. It is important to understand the difference and the mandatory requirements for each.

When someone is exposed to a contagious disease, they may not always get sick. If they do become sick, there will be a period of time between being exposed and becoming sick. It can take up to 14 days for people to start experiencing COVID-19 symptoms (e.g., fever, cough, shortness of breath/difficulty breathing, sore throat or runny nose).

Quarantine and isolation refer to separating and restricting people from contact with all others to prevent transmission.

Quarantine	Isolation
Implemented when people are not yet sick, but have been exposed	Implemented when people are sick, to keep them from infecting others
The quarantine period for COVID-19 is 14 days <ul style="list-style-type: none"> This is because it can take up to 14 days for an individual to develop symptoms 	The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer

The Chief Medical Officer of Health [Order 05-2020](#) (see order for full details and exemptions) states the situations where Albertans are **legally** obligated to quarantine or isolate:

- Albertans are legally required to be in **quarantine for 14 days** either:
 - Immediately upon return from travel outside of Canada, or
 - If they are a close contact of a person who tested positive for COVID-19.
- Albertans are legally required to be in **isolation for 10 days, or until symptoms resolve, whichever takes longer**, if they:
 - Are diagnosed with COVID-19.
 - Develop a cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat not related to a pre-existing illness or health condition.
- Order 05-2020 includes the following restrictions and requirements for isolation:
 - Remaining at home, and 2 metres distant from others at all times;
 - Not attending work, school, social events or any other public gatherings;
 - Not taking public transportation.
- Note: In Residence settings, this means the individual must stay in their room unless absolutely necessary to leave (e.g., go to bathroom)
- People are not required to remain in isolation if they test negative for COVID-19 and have no known exposure to COVID-19. However, they must not return to work or to the general population of the college, until symptoms have resolved. Returning while still ill may result in others being infected with their illness (e.g., cold or flu) and forcing those persons to isolate.
- Order 05-2020 includes the following restrictions and requirements for quarantine:
 - Remaining at home
 - Not attending work, school, social events or any other public gatherings
 - Not taking public transportation
 - Watching for relevant symptoms

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If persons in quarantine begin to experience symptoms (cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat) not related to a pre-existing illness or health condition or to a known exposure to COVID-19, they must enter isolation for a period of 10 additional days from the start of their symptoms, or until symptom resolve, whichever is longer. However, in no case shall the total stay in quarantine/isolation be less than 14 days.

Screening Process

Outside of tenants in Residence, members of the GPRC Community prior to entering into a campus building must meet with Security at a designated location (GP Campus 780-539-2700 // FV Campus 780-835-6664) and complete the screening document each day attending to site. If a member of the College Community does not meet the conditions of the screening document, they will not be allowed to enter the premises and must self-isolate.

Screening documents and electronic app information will be kept for two weeks.