

# COVID-RELATED ILLNESS REPORTING PROCESS

## ACTIONS TO BE TAKEN

1. Illnesses that impact remote or in-person attendance should be reported to an employee's direct supervisor or a student's school office.
2. If an illness is related to COVID-19 symptoms or situation, employees or students should follow the process below.
  - **Employees:** notify health and safety officer at 905.926.2401 or [maureen.calhoun@dc-uoit.ca](mailto:maureen.calhoun@dc-uoit.ca).
  - **Students:** notify risk manager at [susan.smikle@durhamcollege.ca](mailto:susan.smikle@durhamcollege.ca) or their academic school office who will then notify the risk manager.

