



THE UNIVERSITY OF THE WEST INDIES

MONA CAMPUS

GUIDELINES FOR RESPONSE TO A POSITIVE COVID19 CASE ON THE CAMPUS

1. GENERAL CONSIDERATIONS-PREVENTION

Whilst the major responsibility of ensuring safe environments in which to operate an institution, is on the operators, employees and students also impact the effectiveness of maintaining their safety and health and that of other stakeholders or visitors of the facility. The following considerations are to be noted by employees and students;

- Report any respiratory signs and symptoms to your physician.
- Employees who are well, but have sick family members with COVID-19 are to also report the situation to their supervisor and stay at home.
- Keep informed or updated on developments of COVID-19, especially being aware that SARS-CoV-2 can be transmitted within work environments.
- Be compliant with the measures instituted by workplace policies:
 - Wearing appropriate face coverings (e.g. masks) as per the risks and duties to be performed;
 - Maintaining physical distancing;
 - Adhering to proper personal hygiene practices; sneeze or cough etiquette, and hand washing/hand sanitization practices;
 - Avoid touching eyes and nose;
 - Adhering to the routine cleaning and disinfection measures as per the Ministry of Health and Wellness (MOHW) guidelines
 - Regular cleaning and disinfection of frequently touched surfaces based on MOHW guidelines;
 - Avoid using co-workers' personal devices, office spaces, work tools and equipment
 - Participate in related training provided by the employer,
 - Report to supervisors any situation which may affect the health of other workers.

2. POSSIBLE EXPOSURE

The following guidelines are provided for cases where there may have been exposure to a COVID19 person but a test has not yet been conducted.

- **Staff who are experiencing Covid-19 related symptoms (fever, coughing, sneezing) should notify their supervisors, stay away from work and follow the MOHW procedures for reporting and quarantine**
- **Staff** who have been exposed to a COVID19 positive individual and/or is experiencing any COVID19 symptoms should be sent into home quarantine for 14 days and instructed to contact the Ministry of Health and Wellness.
- The Clinical Director-University Health Centre must be advised if and when approval is granted for home quarantine.
- The Form at Appendix A is to be completed and sent to the following:
 - Supervisor/Head of Department
 - Campus Registrar
 - HRMD
 - Clinical Director- University Health Centre

- **Commuting Students** who have been exposed to a COVID19 positive individual and/or is experiencing any COVID19 symptoms should be sent into home quarantine for 14 days and instructed to contact the Ministry of Health and Wellness.
- The Clinical Director-University Health Centre must be advised if and when approval is granted for home quarantine.
- The Form at Appendix A is to be completed and sent to the following;
 - Faculty Office
 - Campus Registrar
 - Director OSSD
 - Clinical Director- University Health Centre

- **Residing Students** who have been exposed to a COVID19 positive individual and/or is experiencing any COVID19 symptoms should be place in quarantine for 14 days in the designated facility on the Campus and instructed to contact the University Health Centre and the Ministry of Health and Wellness.
- The Clinical Director-University Health Centre must be advised if and when approval is granted for quarantine.
- The Form at Appendix A is to be completed and sent to the following;
 - Faculty Office
 - Campus Registrar
 - Director OSSD
 - Clinical Director- University Health Centre

3. CONDITIONS –DENOTING A POSITIVE CASE

Below are the steps to be followed if a COVID19 positive case is reported on or associated with the Mona Campus and its properties.

Below are the conditions which must be satisfied before we move into the outlined actions.

- The person must have been tested for COVID 19 at an approved facility and have received official results of being POSITIVE for COVID19.
- The individual must have been at your facility (i.e. Office/Seminar Room, Laboratory/Block/Cluster) within the last 72 hours.

4. ADMINISTRATIVE -ACTIONS TO BE TAKEN

Below are the actions to be taken if the above conditions denoting a positive COVID19 Case have been satisfied.

- The affected person is to report the matter to the Supervisor/Head of Department
- The Supervisor/Head of Department is to complete the Form at Appendix A and submitted it to the following;
 - Campus Registrar
 - Clinical Director-University Health Centre
 - Chief Emergency Management Officer
- The Supervisor/Head of Department is to complete the Form at Appendix B submitted it to the Clinical Director-University Health Centre
- Deny access for twenty four (24) hours to the space (workstation/cubicle/room) formerly occupied by the affected (COVID-19 Positive) individual
- Make arrangements for your internal service staff to clean and disinfect the space described above.
- The Clinical Director-University Health Centre, will conduct a risk assessment of persons operating in the area formerly occupied by the affected person/or who came in contact with the individual and advise, where necessary, of the steps to be taken on their behalf.
- Based on the contact tracing processes conducted by the Ministry of Health and Wellness, some persons formerly operating in the space may be summoned for testing.
- The Human Resource Management Department/Office of Student Service and Development is to be advised of all staff/students affected by the incident.
- Human Resource Management Department/ Office of Student Service and Development is to inform the Clinical Director –University Health Centre

5. SECURING OF FACILITY

In the event that it becomes necessary to close any facility, the instruction would be issued from the Office of the Campus Registrar.

The Director of Security, in collaboration with the Head of Department will be responsible for the securing of the affected area.

6. CLEANING AND SANITIZING

In keeping with the Ministry of Health and Wellness -*INTERIM GUIDANCE FOR COVID-19 RECOMMENDATIONS FOR INFECTION, PREVENTION AND CONTROL FOR EMPLOYERS (Version 2, September 2020)*, the cleaning protocols relating to positive COVID19 cases will be as follows;

Special Cleaning

- The space/workstation formerly occupied by the affected (COVID-19 Positive) individual is to be cleaned and disinfected.
- This task is to be conducted by service staff assigned to the Faculty/Department/Hall of Residence.

Routine Cleaning

- Routine cleaning is to be enhanced in all areas, on an ongoing basis; this should include:
 - Cleaning with soap and water
 - Disinfecting with and approved disinfectant
 - At least twice daily disinfection of frequently touched surfaces.

Management

- The management of this process is the responsibility of the Head of Department (or equivalent).

7. RETURN TO WORK /CLASSES

The affected (COVID19 POSITIVE) member of staff should not return to work unless both of the following conditions have been met;

- A fourteen (14) day period has elapsed and the individual has not/is not experiencing any COVID19 related symptoms, within the last three (3) days.
- The individual has advised the Clinical Director-University Health Centre of their status

Upon return to duty, the following must be informed;

- Campus Registrar
- HRMD
- Supervisor

The affected student should not return to Campus/classes/non-quarantine areas, unless both of the following conditions have been met;

- A fourteen (14) day period has elapsed and the individual has not/is not experiencing any COVID19 related symptoms.
- The individual has advised the Clinical Director-University Health Centre of their status

Upon return to duty, the following must be informed;

- Deputy Principal
- Faculty Office
- Director Office of Student Service and Development

8. HEALTH RECORD AND MANAGEMENT

All incidents of suspected and/or positive case of COVID19 relating to faculty, staff, students or visitors must be reported to the Clinical Director of the University Health Centre.

The Clinical Director –University Health Centre will perform clinical monitoring and management of all related situations.

9. COORDINATION

The Chief Emergency Management Officer will be responsible for administrative coordination of the related activities.

APPENDIX A



THE UNIVERSITY OF THE WEST INDIES, MONA

HUMAN RESOURCE MANAGEMENT OCCUPATIONAL HEALTH & SAFETY

COVID-19 REPORTING FORM

This form must be used to record all COVID-19 reports from employees and students. This form does not replace the need for an individual to contact the Ministry of Health and Wellness to inform them accordingly.

Any staff or student showing symptoms should seek medical attention immediately. Further, the University, through the Clinical Director, must be notified of COVID-19 test results.

Date:	
1. Name:	2. ID Number:
3. Faculty/Dept:	
4. Occupation:	
5. Address in the Past 14 Days:	
6. Any other Address:	
7. * Have you been exposed to a person confirmed with COVID-19: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, How Long ago _____	
8. * Have you been exposed to a person who was in contact with a person confirmed with COVID-19: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, How Long ago _____	
9. <u>If yes to 7 or 8 above</u> , are you showing any symptoms of COVID-19: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please state: _____	
Reported To:	

**** Staff and Students who answered yes to Questions 7 or 8 must be sent home to quarantine and instructed to contact the Ministry of Health and Wellness.***



THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

HEALTH CENTRE

COVID 19 CONTACT QUESTIONNAIRE

Instructions: If you have been exposed to a person who has tested positive for COVID 19 please inform your Supervisor, complete and email this form to the Clinical Director at blossom.anglinbrown@uwimona.edu.jm immediately.

1. Name: _____ ID#: _____

2. When and where was this contact?

3. If this contact was inside a building, please say a bit about the size of the room.

4. Were the windows open or the air conditioning on/off?

5. What was the nature of this contact?

6. How long was this contact?

7. Were masks being worn?

8. Are you having any symptoms e.g. headache, dry cough, tightness of the chest?
