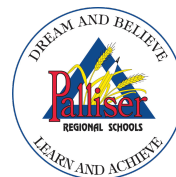


# Responding to Illness for Staff



The information in this visual guide was taken from Alberta COVID-19 links below on January 10, 2022. This guide is intended to clarify current health requirements for symptoms and positive cases of COVID-19, as well as processes for Palliser staff to follow.

## Core COVID-19 Symptoms

- Fever (above 38 °C or 100.4°F)
- Cough (new cough or worsening chronic cough)
- Shortness of breath or difficulty breathing (new or worsening)
- Runny nose
- Sore throat
- Chills
- Painful Swallowing
- Nasal congestion
- Feeling unwell / fatigued
- Nausea / vomiting / diarrhea
- Unexplained loss of appetite
- Loss of sense of taste or smell
- Muscle / joint aches
- Headache
- Conjunctivitis (commonly known as pink eye)

## Requirements for 'Core' Symptoms or Positive COVID-19 test

If any staff member has one or more COVID-19 symptoms above or a positive COVID-19 test, they must do the following before returning to work:

- If fully vaccinated: isolate for 5 days from the start of symptoms or until symptoms resolve, whichever is longer. You must wear a mask for up to 5 days after your isolation period if you are around others outside of your household. **OR**
- If not fully vaccinated: isolate for 10 days from the start of symptoms or until they resolve, whichever is longer, if symptoms are not related to a pre-existing condition. **OR**
- Receive two negative COVID-19 rapid test results **OR** one PCR test result and no longer be presenting any symptoms, **OR**
- If you test negative and have symptoms, stay home until symptoms resolve.

## Absence Reporting

- If you receive a positive test result, log your absence (sick leave) through the SRB Employee Web Portal & upload a jpeg or pdf picture of your positive test results using the **Attached Leave Documents** icon in the sick leave absence entry window (circled image below in the FAQ).
- Also note '**COVID-19 Positive**' in the **Application Comment** section of the absence entry window. Step by step details are available in the FAQ below.
- Proof of a negative COVID-19 test and/or a medical note is not required to return to work once the isolation period is complete.

### What does it mean to stay home and isolate

[www.alberta.ca/isolation.aspx](http://www.alberta.ca/isolation.aspx)

### COVID-19 self-assessment

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

### Alberta Health Daily Checklist

<https://open.alberta.ca/publications/covid-19-information-alberta-health-daily-checklist>

### Vaccinations

<https://www.alberta.ca/covid19-vaccine.aspx>

### Palliser COVID-19 Guidance and Resources

<https://www.pallisersd.ab.ca/covid-19-information/resources>

## Frequently Asked Questions

**Q:** What are the expectations for individuals who are exposed to someone confirmed to have COVID-19.

**A:** Watch for [symptoms](#). If you develop symptoms, isolate and get tested right away. Take precautions such as physical distancing, ensuring you wear a mask and wash or sanitize your hands often.

**Q:** What are the expectations for individuals returning from international travel?

**A:** Travel restrictions have frequently changed throughout the pandemic. We advise all staff to check the provincial and federal sites below for up to date information on travel restrictions. We also encourage staff planning to travel to check with their insurance provider as to the coverage for health, medical, and other insurance during the pandemic.

**Q:** How do I upload a positive COVID-19 test image?

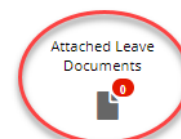
**A:** Please refer to the image below when logging your sick leave absence through the employee web portal. You must use SICK greater than 3 days (Support) or SICK greater than 5 days (Certificated) to upload your test results. Instructions on absence entry can be found [HERE](#) for Support Staff and [HERE](#) for Certificated Staff.

Absence Entry: Leave Application Entry

THE PALLISER SCHOOL DIVISION



Enter the leave information below and press the next button.



### GENERAL - NON CERTIFICATED APPLICATION

Start Date: 10-Jan-2022  
Absence Code: Sick Leave - More Than 3 Days

End Date: 14-Jan-2022  
Status: Requested

#### Details

Click [here](#) to go to the Human Resources Handbook for more information.

Application  
Comment:

#### Required Documents For Sick Leave - More Than 3 Days Leave

No.	Document	Document Notes
1	Medical Certificate Support	Sick leaves of more than 3 days will require a medical certificate to be submitted to the Human Resource Services Department. You may scan and email your medical note to <a href="mailto:humanresources@pallisersd.ab.ca">humanresources@pallisersd.ab.ca</a>

Next

**Q:** What if I tested positive for COVID-19 **previously** (within the past 90 days) and I am currently symptom free, however, I am still testing positive?

**A:** Some people may continue to test positive for up to 90 days after their infection. This does not necessarily mean you are still infectious. If you have **new** COVID-19 symptoms within 90 days of completing your required isolation period, please speak with your healthcare provider for guidance and follow AHS requirements.

## Government of Alberta COVID-19 Travel Requirements:

<https://www.alberta.ca/covid-19-travel-advice.aspx>

## Canada's COVID-19 Travel, testing, and borders:

<https://travel.gc.ca/travel-covid>