



## **Covid 19 Call-In Procedure for Employees**

In the event that you call in sick, you need to follow the below procedures:

1. When calling in to your leader (i.e. Dept Chair, VP, Manager or Supervisor), you need to indicate if your absence is due to Covid 19.

Those who are infected with COVID-19 may have little to no symptoms. You may not know you have symptoms of COVID-19 because they are similar to a cold or flu.

Symptoms have included:

- cough
- fever
- difficulty breathing
- pneumonia in both lungs

2. If you indicate in step 1 that your absence is related to Covid 19, you are expected to go to an assessment center immediately for testing.

The Assessment Centres' locations and hours of operation are:

- Carling Heights Optimist Community Centre (CHOCC) Assessment Centre  
656 Elizabeth St, London, ON  
Monday to Sunday  
11:00 a.m. to 7:00 p.m.
- Oakridge Arena Assessment Centre  
825 Valetta St, London, ON  
Monday to Friday  
9:00 a.m. to 5:00 p.m.

3. Prior to returning to campus, you will need to show proof that your COVID results are negative.
4. When the leader (i.e. Department Chair, VP, Manager or Supervisor) receives a call from an employee indicating they are absent due to Covid 19, they need to contact Human Resources as soon as possible. Human Resources will then contact the MLHU to get guidance on next steps which could include contact tracing and additional isolation and cleaning procedures.