

## COVID PROCEDURES

Applicable to students, as well as permanent and temporary staff

### AT ALL TIMES

You must respect the following health instructions:

- Cover your face
- Keep your distance
- Wash your hands

### IF YOU HAVE SYMPTOMS :

#### 1)

- Do you have difficulty breathing, for example, do you feel short of breath or like you are choking?  
OR
- Do you have significant breathing difficulties even at rest, such as a shortness of breath that prevents you from speaking?

If yes, GO GET TESTED.

If no, go to step 2.

#### 2) Do you have **any of the following** symptoms?

- Fever (oral temperature of 38°C (100.4°F) and above or 37.8°C (100.0°F) and above for seniors)  
OR
- Recent cough or worsening of a chronic cough  
OR
- Sudden loss of sense of smell without nasal obstruction, with or without loss of taste

If yes, GO GET TESTED.

If no, go to step 3.

#### 3) Do you have **at least 2 of the following** symptoms?

- Generalized muscle pain (not related to physical exertion)
- Headaches
- Intense fatigue
- Significant loss of appetite
- Sore throat
- Nausea (heartburn), vomiting or diarrhea

If yes, GO GET TESTED.

If no, you may continue with your usual activities.

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### POSSIBLE SITUATIONS

#### **IF YOU HAVE ONLY 1 SYMPTOM :**

- Notify (...)\*
- Isolate yourself. (Stay home.)
- After 24 hours, reassess:
  - o If your situation is stable, you can return to school.
  - o If your situation has worsened:
    - refer to steps 1-2-3  
OR
    - Consult the self-assessment tool:  
<https://covid19.quebec.ca/surveys/cdd2/introduction>  
OR
    - Call the COVID line at 1-877-644-4545 (open M to F from 8AM to 6PM)  
Mention your history, your symptoms and, if necessary, they will give you an appointment for a screening.
    - Follow the recommendations received.
- Follow up with (...)\*

#### **IF YOU HAVE ONLY 2 SYMPTOMS :**

- Notify (...)\*
- Isolate yourself. (Stay home.)
- Consult the self-assessment tool:  
<https://covid19.quebec.ca/surveys/cdd2/introduction>  
OR
- Call the COVID line at 1-877-644-4545 (open M to F from 8AM to 6PM)  
Mention your history, your symptoms and, if necessary, they will give you an appointment for a screening.
- Follow the recommendations received.
- Follow up with (...)\*

#### **IF YOU HAVE ONLY 3 OR MORE SYMPTOMS :**

- Notify (...)\*
- Isolate yourself. (Stay home.)
- GO GET TESTED.  
OR
- Call the COVID line at 1-877-644-4545 (open M to F from 8AM to 6PM)  
Mention your history, your symptoms and, if necessary, they will give you an appointment for a screening.
- Follow the recommendations received.
- Follow up with (...)\*

\*Go to the end of this document for who to notify or who to follow up with.

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### IF YOU ARE WAITING FOR A SCREENING RESULT :

- Notify (...)\*
- Isolate yourself. (Stay at home.) **Until you get the result.**
- Follow the recommendations received.

### WHEN YOU RECEIVE A SCREENING RESULT (+ OR -) :

- Notify (...)\*
- Follow the recommendations received.

### IF YOU HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS SYMPTOMS :

(e.g. your child, a parent, roommate, classmate, etc.)

- Notify (...)\*
- Isolate yourself. (Stay home.)
- After 24 hours, reassess:
  - o If your situation is stable, you can return to school.
  - o If your situation has worsened:
    - refer to steps 1-2-3  
OR
    - Consult the self-assessment tool:  
<https://covid19.quebec.ca/surveys/cdd2/introduction>  
OR
    - Call the COVID line at 1-877-644-4545 (open M to F from 8AM to 6PM)  
Mention your history, your symptoms and, if necessary, they will give you an appointment for a screening.
- Follow up with (...)\*
- Follow the recommendations received.

### IF YOU HAVE BEEN IN CONTACT WITH SOMEONE WHO IS WAITING FOR RESULTS :

- Notify (...)\*
- Isolate yourself. (Stay at home.) **Until you get the result from this person.**
- Follow the recommendations received.

### IF YOU HAVE BEEN IN CONTACT WITH SOMEONE WHO HAS TESTED POSITIVE :

- Notify (...)\*
- GO GET TESTED.
- Isolate yourself. (Stay at home.) **For 14 days.**
- Follow the recommendations received.

\*Go to the end of this document for who to notify or who to follow up with.

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### **NOTIFY / FOLLOW UP WITH :**

#### **STUDENTS and TEMPORARY EMPLOYEES:**

Audrey Lamontagne ([coordination@ent-nts.ca](mailto:coordination@ent-nts.ca))

AND

Catherine La Frenière (french section – [catherinelafreniere@ent-nts.ca](mailto:catherinelafreniere@ent-nts.ca))

OR

Andrea Lundy (English section – [andrealundy@ent-nts.ca](mailto:andrealundy@ent-nts.ca))

#### **PERMANENT AND TEMPORARY EMPLOYEES:**

Audrey Lamontagne ([coordination@ent-nts.ca](mailto:coordination@ent-nts.ca))

AND

your immediate superior

- Contact via email (or phone)
- Describe the situation
- Detail symptoms
- Clarify since when?
- If you have been tested, when?
- What recommendations have you received?
- And what do you plan to do about it?