

## SELF-ISOLATION FOR STUDENT STAYING IN RESIDENCE

<b>Required PPE</b>	N/A
<b>Training</b>	Hygiene Practices
<b>Hazards</b>	Spread of COVID-19 Virus

### Affected employees: Residence/Student Life

1. Student emails Student Life [studentlife@stfx.ca](mailto:studentlife@stfx.ca) to advise student needs to self-isolate. Jacqueline De Leebeeck will monitor and respond to these emails.
2. Jacqueline will email Gary MacMillan, University Housing and Security the name of the student, room number in which the student is isolating, and room number from which they moved (if applicable).
3. Jacqueline will contact the isolated student by email or phone to let them know their request has been received and next steps in the isolation process.
4. Set up table outside of room for room drops.
5. Leave Isolation Package on the table, which includes:
  - Isolation kit (with instructions on how to self-isolate, leaving room, phone numbers, meals, garbage pickup, PPE, etc.) (Residence Life will deliver)
  - Cleaning kit (from Custodial)
  - Clear bags for them to put their garbage in and leave it in the hallway (Custodial to deliver)
6. Text the isolated student to let them know the Isolation Package has been delivered.
7. Isolated students must don their mask when they open their door or exit their room.
8. Encourage the isolated student to reach out by virtual means.

*NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.*