

# COVID-19 Protocol for Self-Disclosure, Screening and Incident Management

## Introduction

This protocol provides important information and guidance to students, staff, faculty, instructors, other York community members and guests, regarding COVID-19 self-disclosure, screening practices and incident management processes. This document also applies to Contractor/Vendor and Non-contractor Guests where relevant.

For the purpose of this document, the term “manager” includes: “manager” for staff; “academic administrator” (i.e., Chair, Director, Office of the Dean, or principal Investigator) for faculty members, instructional and other academic employees; and anyone who is defined as a supervisor under the Occupational Health and Safety Act.

The term “University Community Members” means all students, staff, faculty, instructors, volunteers, and members of the governing body of York University

University community members and guests to York’s campuses are required to follow public health and safety measures, including what is outlined in this guideline.

## Symptom Screening for Campus Access (Daily)

To protect York’s community members from exposure to COVID-19, all those seeking access to campuses and facilities should complete symptom screening (also referred to as self-assessment) on YU Screen each time prior to attending campus. Screening questions follow Provincial and Toronto Public Health guidelines and are adjusted when required. Symptom screening (self-assessment) is highly encouraged for all York University community members, contractors/vendors, and guests.

York University community members, contractors/vendors and guests should **not attend campus if feeling unwell or symptomatic, and / or must leave campus immediately if feeling unwell or symptomatic**. Use [YU Screen](#) to assess clearance status. Individuals who fail screening are not to access our campuses. In the case of a failed screening, students will be followed up and supported by a member of the Provost & Vice-President Academic Office’s case and contact management team. York staff/faculty who fail screening need to advise their manager of their failed screening and/ or absence (follow up regarding availability of remote work) and await follow up from Employee Well-Being (EWB).

**It is important to note that:**

- All information related to screening or that is collected through YU Screen is kept confidential, and York is committed to the protection of privacy, as required under the Freedom of Information and Protection of Privacy Act (FIPPA). Information that is collected through the YU Screen tool is encrypted and stored on servers located in Canada, in compliance with York’s security and privacy assessments.

## Attendance Reporting

Regular attendance policies and reporting requirements must be followed, and if feeling unwell, individuals should not come to campus. These individuals should be directed to complete [YU Screen](#) for appropriate follow up and guidance.

## Self-Disclosure

In response to any self-disclosure by staff, faculty, students, contractors/vendors, and non-contractor guests, regarding an illness (COVID-19 or otherwise), the following procedures apply:

1. All disclosures of COVID-19 symptoms and/or testing results and/or other personal health information are **strictly confidential**, with further process details provided throughout this document.

Individuals who complete and fail YU Screen are not to attend campus or, if already on-campus, leave immediately. Employees (faculty and staff) must advise their manager of their absence, if applicable. Community members who fail YU Screen will be directed to public health guidance based on the collected information and may receive follow-up by a member of the University’s case and contact management teams via phone and/or email. Students will be followed up by a member of the Provost & Vice-President Academic Office’s case and contact management team (contact: [YORK-StudentCCM@yuoffice.yorku.ca](mailto:YORK-StudentCCM@yuoffice.yorku.ca)), and staff/faculty are supported by Employee Well-Being (contact for screening and COVID-19: [SFCCM@yorku.ca](mailto:SFCCM@yorku.ca)). For additional direction on the necessary next steps and/or if there are further questions or concerns, individuals who fail screening are encouraged to contact their local Public Health unit (Toronto Public Health 416-338-7600), Health Connect Ontario (1 866-797-0007 or 811) and/or their primary healthcare provider.

2. All community members are expected to keep up to date with government and public health advisories and community messages to ensure that they have the most current information.
3. Should anyone choose to disclose that they have tested positive for COVID-19, those individuals should be informed to:
  - i. Complete YU Screen. If they receive a failed result, self-isolate / leave campus, follow the public health guidance provided through YU Screen and follow any instructions provided by a member of the University’s case and contact management team (Provost & Vice-President Academic Office/EWB).

- ii. Contact their local public health unit if they have further questions or concerns. Their public health unit will provide them with instructions on public health measures and actions to be taken if required.
  - iii. Contact their Manager / [EWB](#) / Provost & Vice-President Academic Offices [case and contact coordinator](#) regarding appropriate accommodation, information, and health and wellness resources.
  - iv. To stop the spread of COVID-19, notify close contacts. A close contact is defined as an individual who had a high-risk exposure to a COVID-19 positive (via PCR or rapid antigen test) or symptomatic case. Please refer to the [Ministry of Health](#) guidance for case and close contact management for more information regarding close contact and high-risk exposure definitions and self-monitoring guidelines.
4. Any record of disclosure should only be kept in the appropriate offices (e.g., Provost & Vice-President Academic Office /EWB) and not circulated/shared elsewhere.

Additional protocols must be followed by the parties below:

#### **Staff and Faculty Disclosure - Manager Responsibilities**

- i. If a voluntary disclosure is made, the manager is to instruct the individual to follow the direction outlined in the Self-Disclosure section of this document.
- ii. Where staff/faculty members test positive for COVID-19, there is no obligation to report this information to the Manager. However, if staff/faculty are working on campus, they are required to report any hazards that pose a risk to the health and safety of others in the workplace (e.g., close contact exposure). Any questions about fitness to return to work should be directed to EWB's confidential screening email [SFCCM@yorku.ca](mailto:SFCCM@yorku.ca).
- iii. Managers are to treat any disclosure as strictly confidential and advise the individual to fill out [YU Screen](#) if not done already, stay home (or go home) if they fail screening, and await further instructions by EWB.
- iv. Due to the sensitivity of information surrounding such disclosures, Managers (including faculty) are not to share the disclosure within their work areas. Currently, public health does not require close contacts to isolate (in most cases), and individuals are responsible for notifying potential close contacts so they may self monitor. Notifying other employees of self disclosures (or possible exposures) without the direction and guidance of local public health units/ EWB, does not fall within a department's scope of responsibility. Doing so can increase confusion and concern, sharing of misinformation, risk for misguidance, breach of privacy, and decreased levels of trust between York, health authorities and impacted individual(s).
- v. Should an employee be able to continue working, Managers are responsible for advising on the availability of and providing available accommodation (advice may be sought from EWB) and direct employees to Health, Safety and Well-Being

(HSEWB) via email at [sfccm@yorku.ca](mailto:sfccm@yorku.ca) for further advice as it relates to workplace health, safety and accommodation, and return to work.

### **Student Disclosure – Faculty, Administrative Staff, or Instructor Responsibilities**

- i. Any disclosure made to faculty, staff, or instructor is voluntary. If a voluntary disclosure is made, the student should be instructed to complete YU Screen. Such disclosures are to be treated as strictly confidential and, should the individual fail screening, they should be advised to stay in their residence or stay at home.
  - a. Self-isolate, if not already doing so and do not come to our campuses until cleared by the Provost & Vice-President Academic Office– case and contact management team
  - b. Follow the public health guidance provided through YU Screen and any instructions provided by Provost & Vice-President Academic Office’s case and contact management team. Students also can contact their local public health unit.
- ii. Provide individuals with the appropriate course information, accommodation provisions, and health and wellness resources. Disclosures are **not** to be circulated or shared.

### **Contractor/Vendor and Non-contractor Guest Disclosures**

- i. If a Contractor/Vendor or Non-contractor Guest makes a disclosure, they should be directed to complete YU Screen for guidance and not to attend campus until they successfully clear YU Screen. Incident management protocols as outlined in the coming section will be followed as applicable to the circumstances.

## **Incident Management**

### **Campus Incidents**

With a focus on health and safety measures to prevent the spread of COVID-19 on campuses and other York locations, the University will take strict precautions (universal practices) related to an incident involving any individual (e.g., staff, student, contractor, visitor). In this case, it means that an individual with COVID-19 symptoms will be treated as a presumptive COVID-19 positive case.

### **If any individual presents with new or worsening COVID-19 symptoms (unrelated to a known condition) while in a York facility, the following steps will be taken:**

1. Confirm the well-being of any individual by ensuring they:
  - Keep a minimum distance of 2 metres from others, if possible.
  - If the individual is very ill and requires urgent care, call 911 and then call Security. Services for assistance at ext. 33333 or directly at 416–736–5333.

- If they do not require urgent care, ensure they are properly wearing a well-fitted mask, direct them to complete YU Screen to ensure appropriate follow up, .and tell them to go home immediately using private transportation (i.e., own transportation, individual ride sharing services), if possible.
- If the symptomatic individual cannot go home immediately, separate them from others in a designated room until they can leave, and:
  - Ensure all appropriate incident management reports are completed accordingly.
  - Ensure physical distancing (at least 2 metres) can be maintained in rooms.
  - Ensure individual(s) and staff attending to them to wear well-fitted masks properly.
  - Ideally, the designated room should have a handwashing sink. If this is not possible, ensure that alcohol-based hand sanitizer (70-90% alcohol concentration) is widely available in these areas.
  - Provide tissues to the symptomatic individual to help support respiratory etiquette.
  - Ensure these individuals have access to designated washrooms separate from other community members.
  - If possible, open outside doors and windows to increase air circulation in the area.
  - Ask if the individual requires assistance. If so, call Security at ext. 33333 or directly at 416 -736-5333.
- Consider the number of responders necessary by asking:
  - Do you need to be there?
  - Is this respectful to the individual (e.g., privacy considerations)?
  - Follow the above steps if person cannot proceed home immediately.
- Contain/limit access to the area where possible and supervise the individual until they can go home, to their residence or when first responders are on site.
- Avoid direct contact with the individual (e.g., touching, standing close), maintain physical distance where possible and if needed, stand beside the person, not across from them.
- Avoid passing items; if necessary, disinfect any objects passed between yourself and ill individual and avoid touching your face.
- Wash hands thoroughly afterwards.
- If any exposure to bodily fluids, wash exposed area(s) with soap and water, and launder your clothing when you get home. If your clothing is soiled, speak to your manager about what to do.
- Advise and follow the instructions of first responders on site (e.g., EMS, York Security Services) and, where applicable, Public Health.

- Contact Facilities Services at ext. 22401 to perform cleaning and disinfection of the area after individuals have left for academic buildings. For all other areas, continue to follow existing processes.

#### **Additional Steps for On-Campus Exposure/Workplace Incidents:**

- Staff and faculty members should not, under any circumstances, attend campus or other York location if they fail [YU Screen](#). Staff/faculty must advise their manager of absence and await follow up by EWB.
- Should an employee become ill while on campus, they should complete [YU Screen](#) to reflect current symptoms, and they should leave campus immediately. In addition, for staff/faculty:
  - If a staff/faculty member tests positive and claims COVID-19 was acquired in the course of their duties, the workplace incident investigation and reporting process (WIR) is to be initiated, including WIR completion, if applicable at the time.
  - EWB will initiate case and contact management and further applicable reporting procedures to the applicable regulatory bodies ex. Ministry of Labour, Skills, Training and Development (MLTSD).

#### **Process for Residence Incidents:**

- Students reporting a failed screening must be instructed to self-isolate in their room until supports have been activated, and to await follow up by the Case and Contact Coordinator Team through email or telephone.
- Students should be prepared to relocate to an isolation site.
- Students and those assisting must be masked during the relocation effort.
- Physical distancing should be maintained where possible.
- Applicable environmental cleaning and sanitation is to be activated (e.g., assigned washroom utilities, shared/common spaces.)
- Food services and waste removal is to be activated while students are in self-isolation, if applicable.
- If public health advises the student to be tested, coordination of transportation will be required if the individual does not have access to a private vehicle. The transportation protocol is to be followed in this instance.

#### **Additional Information**

For further information regarding COVID-19 protocols and procedures at York, please visit [YU Better Together](#).