

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

## Introduction

This protocol provides important updated information and guidance to students, staff, faculty, and managers who are overseeing areas/teams regarding COVID-19 self-disclosure, necessary screening practices and incident management processes.

Screening requirements, and other information such as follow up actions to take in the event that someone becomes symptomatic, are included in the return to campus training, which all staff and faculty members are required to complete before returning to or working on campus. This training is available at: <https://moodle.yorku.ca/moodle/course/view.php?id=182465> (passport York login required).

York strongly encourages all students, faculty, and staff to download the COVID Alert App available [here](#) to further protect yourself and our community.

## Screening for Campus Access (Daily)

To protect York's community members from exposure to COVID-19, the University will have screening processes in place. For additional information on the screening processes, please see Appendix B.

Anyone returning to campus, for any reason (e.g. in person activities, picking up essential items etc.) must complete the screening via [YU Screen](#) ([Appendix A](#)) every time they come on to campus. Individuals who answer "yes" to any question, will not be able to clear (i.e. cleared) the screening and will not be able to visit our campuses. Students must reach out to [YORK-StudentCCM@yuoffice.yorku.ca](mailto:YORK-StudentCCM@yuoffice.yorku.ca) and York staff/faculty need to advise their manager of their absence and also contact [EWB@yorku.ca](mailto:EWB@yorku.ca). Additional information can be found on the YU Better Together site under [What you Need to Know](#). They will also receive a message from the YU Screen tool with the next steps.

### **It is important to note that:**

- Screening does not require individuals to submit their checklist to their Manager (Refer to staff/faculty/manager responsibilities for further information.)
- Personal information will not be collected with the tracking of screening answers; if any personal information, including health information, is voluntarily disclosed, it will be treated as confidential and may only be shared with Case and Contact Coordinators team within the Division of Students / HSEWB, if necessary.
- On site in-person screening measures outside of this protocol will be considered only in select areas on an exception basis, using a risk-based approach. In-person screening measures would include non-intrusive, administrative measures, such as requesting the completion of a (non-medical) questionnaire.

The following additional procedures apply to each party at all York campuses and locations:

## **1. Students**

### **i. In person activities and accessing campus**

Students coming onto campus for any reason (i.e., in-person labs, pick up items etc.) must complete and pass YU Screening each time they visit or attend a campus or York location. (The individual leading/organizing the activity must communicate the requirement to students to complete and pass YU Screen, as stated above.

Students may be asked to provide proof of their passed screening when accessing the campus.

### **ii. Students living in residence**

Students scheduled to move into undergraduate residences will be provided with the link to access and clear YU Screen prior to moving in for any appropriate arrangements to maintain the health and safety of the live-in community members. Post move in, YU Screen must be completed every day.

### **iii. Tenants living in York Apartments**

Tenants scheduled to move into the [York Apartments](#) will be provided a link to YU Screen in advance of the commencement of a lease agreement. Communication will be issued by Housing. If lease holders' answer "yes" to any of the screening questions, mutually agreed arrangements will be made to ensure the health and safety of community members. After moving in, the YU Screen must be completed every day.

## **2. Staff / Faculty**

### **Access to campus**

The University's planning process has identified staff and faculty who are performing essential work and are required to attend campus. Individuals required to attend campus will be asked by their manager (or point person) to complete the screening checklist each day, prior to attending activities on campus. The manager or point person for each department/Faculty will include the YU Screen ([Appendix A](#)) in their communications to staff and faculty.

Managers must confirm with all staff/faculty coming on site each day that they have a 'cleared' status. They can do this by keep a [log](#) for their area Records must be kept for 30 days.

If any individual answers "yes" resulting in 'failed' status to any questions, they cannot visit our campuses or locations. Staff/faculty must advise their manager of absence and contact [EWB@yorku.ca](mailto:EWB@yorku.ca). Additional information can be found on the YU Better together site under [What you Need to Know](#). They will also receive a message from the YU Screen tool with the next steps.

## **3. Visitors, Contractors and Delivery of Goods**

Access to campus is strictly limited. Approved visitors, contractors, and vendors who are permitted to attend York campuses will be notified in advance of their required screening before attending campus activities at York via YU [Screen \(Appendix A\)](#). [Letters](#) will be issued by affiliated department(s) to notify of requirements to Contractors/Vendors, as applicable. For visitors, the York University contact must verify they have completed the screening and have answered 'no' to all screening questions and must keep record of confirmation for 30 days. Anyone without a YU login ID will need to sign in as a guest to complete the screening.

**Note:** As the COVID-19 situation evolves, what is appropriate for the situation may also change. Contractors/vendors should review and update their health and safety plan regularly in accordance with Health Canada and MLTSD requirements.

## Attendance Reporting

Due to the latency period of COVID-19, if an individual tests positive for COVID-19, the local public health unit will ask York to provide information on where the individual has been, as well as the contact information of any others who may have been exposed. York will track this information and Public Health Units will respond and/or provide direction. Below is a set of guidelines:

**Note:** At this time, Toronto Public Health has suspended contact tracing and limited, contact management. This work is being conducted by OSCR for students and EWB for staff/faculty.

- Managers must keep track of where staff/faculty have worked (i.e., in what buildings/areas on a given date and time). Reception records and sign-in sheets must be kept up-to-date in case any visitors to an area may need to be notified. HSEWB may also need to contact managers for this information to aid Public Health or contact management efforts.
- The Division of Students and Research/Faculties must track academic in-person activities such as in-class lectures, labs, and research activities (e.g., in what buildings/areas on what dates and times).
- Records must include: name, contact information, date, time of arrival/departure, the reason for a campus visit, rooms/areas visited, the completion of screening, etc.
- Attendance records must always be available on-site and may be required by public health / York for contact tracing management purposes, should there be a case of COVID-19 linked to the campus.
- Attendance records must be updated when any individual is absent, including reasons for any unplanned absences, and noting the reason for absence for staff/faculty.
- Records must be retained for at least one month and discarded in a confidential manner.
- Should patterns or trends emerge (e.g., students and staff/faculty in the same group or cohort absent at the same time or over the course of a few days) managers should reach out to [ewb@yorku.ca](mailto:ewb@yorku.ca).

## Self-Disclosure

In response to any self-disclosure by staff, faculty, students, visitors, or contractors, 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 are experiencing any of the following listed below or who answer “yes” to any of the screening questions must self-isolate immediately, not attend activities on our campuses or locations, and advise their manager of their absence. Students are to contact: [YORK-StudentCCM@yuoffice.yorku.ca](mailto:YORK-StudentCCM@yuoffice.yorku.ca) and staff/faculty must contact: [EWB@yorku.ca](mailto:EWB@yorku.ca), their local Public Health unit (TPH 416-338-7600), Telehealth (1 866-797-0000) and/or their primary care provider (for example, family physician), to receive direction on the necessary next steps.

- i. Those who are experiencing symptoms associated with COVID-19 (not related to getting the COVID-19 vaccine
- ii. In the last 14 days, have you travelled outside of Canada and been told to quarantine (per the federal quarantine requirements)?

In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19? If public health has advised you that you do not need to self-isolate (for example, you are fully

vaccinated or for another reason), answer “No.”\*Note: Screening questions will be adjusted per Provincial Public Health guidelines, such as interprovincial travel restrictions and vaccination updates.

2. If the situation warrants, a local public health unit will reach out to York through Health Education & Promotion in the Division of Students and/or Health, Safety and Employee Well-being (HSEWB) for staff/faculty, with further direction. Such directions may include a request for information to enable the local public health unit to complete their investigation. The local public health unit will also provide necessary instructions directly to individuals if required (i.e., self-isolation, self-monitoring, etc.).
3. If a local public health unit determines that there is a risk to the community, they will work with York directly through the designated department(s), including the release of any communications to the community. Community-based communications are recommended to only take place under the guidance of the local public health unit, Case and Contact Coordinator Team (Division of Students)/ HSEWB.
4. If there is no assessed risk, a local public health unit will not be in communication with York as per their [privacy protocols](#) set forth by the Personal Health Information Protection Act, 2004 (PHIPA).
5. All community members are responsible to keep up-to-date with government and public health advisories and community messages to ensure that they have the most current information.
6. Should anyone choose to disclose that they have tested positive for COVID-19, those individuals should be told to:
  - i. Self-isolate, if not already doing so and not to come to our campuses until they are cleared by case and contact coordinator / [EWB](#).
  - ii. Contact their local public health unit if they have not already been contacted by them directly. Their public health unit will provide them with instructions on public health measures and actions to be taken if required. Public health provides daily contact for symptom monitoring, to assess for symptoms resolution, or to assess for progression of illness. All positive cases are followed until cleared to discontinue isolation. Note: Division of student’s case and contact coordinator / [EWB](#) will be providing limited case and contact management for the York community due to the current suspension of contact tracing by Toronto Public Health.
  - iii. Contact your Manager / [EWB](#) / Division of student’s case and contact coordinator regarding appropriate accommodation, information, and health and wellness resources.
7. Any record of disclosure should only be kept in the appropriate offices (e.g., Division of students/EWB) and not circulated/shared elsewhere.
  - i. In the event that an individual who has received an exposure notification alert on the Health Canada COVID Alert App, they should be directed to contact their local public health unit (TPH 416-338-7600), follow their directions, seek testing and self-isolate, according to the advisement provided by Toronto Public Health, If the individual **tests positive** they must continue to self-isolate and follow the direction of public health.
  - ii. If the individual receives a **negative test result**, they may clear isolation but must self-monitor for any symptoms and follow public health guidelines , according to the COVID-19 [self isolation class order](#).
8. We rely on each other to play an active role in reducing the spread of COVID-19 by following the [latest public health guidance](#), including requirements to stay home and self-isolate if you are sick, stay two metres apart, wear a mask or face covering in indoor spaces, wash your hands and self-monitor for symptoms.

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. Any questions about fitness to return to work should be directed to EWB's confidential email [EWB@yorku.ca](mailto:EWB@yorku.ca)
- iii. Managers are to treat any disclosure as strictly confidential and advise the individual to stay home (or go home).
- iv. Due to the sensitivity of information surrounding such disclosures, managers (including Faculty) are not to share the disclosure within their work areas (as directed in [Community Update #18](#)). 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, sharing of misinformation, risk for misguidance, breach of privacy, and decreased levels of trust between York, health authorities and impacted individual(s).
- v. Managers are required to provide available accommodation (advice may be sought from EWB) and/or direct employees to Health, Safety and Well-Being (HSEWB) via email at [ewb@yorku.ca](mailto:ewb@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 administrative staff or instructor is voluntary. If a voluntary disclosure is made, the student should be instructed to complete YU Screening. Such disclosures are to be treated as strictly confidential and the individual should be advised to stay in their residence or stay at home.
  - a. Self-isolate, if not already doing so and not to come to our campuses until cleared by their local public health unit
  - b. Contact [YORK-StudentCCM@yuoffice.yorku.ca](mailto:YORK-StudentCCM@yuoffice.yorku.ca) and their local public health unit if they have not already been contacted by them directly.
- ii. Provide individuals with the appropriate course information, accommodation provisions, and health and wellness resources. Disclosures are not to be circulated or shared.

### **Visitor and Contractor Disclosures**

- i. If a contractor or vendor makes a disclosure, it shall be treated as strictly confidential. The individual who receives the disclosure will provide the name and business information to Health, Safety and Employee Well-Being, who will follow up with the contractor/vendor and contact Public Health for direction as needed. If the contractor/vendor has had close contact with individuals in the York Community, EWB and/or OSCR will contact manage. Incident management protocols as outlined in the coming section will be followed as applicable to the circumstances.

## Additional Protocols for Live-In Community Members

All community members living on campus must self-disclose the following:

- i. Those who are experiencing symptoms associated with COVID-19 (not related to getting the COVID-19 vaccine or due to a pre-existing condition)
- ii. The Ministry Screening uses this language: In the last 14 days, have you travelled outside of Canada and been told to quarantine (per the federal quarantine requirements)?
- iii. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19? If public health has advised you that you do not need to self-isolate (for example, you are fully vaccinated or for another reason), answer “No.”

\*Note: Screening questions will be adjusted per Provincial Public Health guidelines, such as interprovincial travel restrictions and vaccination updates.

Students and residence employees who reside in undergraduate residence buildings have shared washrooms and therefore cannot completely self-isolate without additional services and supports. In these circumstances, York will facilitate the necessary supports and services to meet self-isolation requirements where they arise in such buildings.

### To that end, the following additional protocols are followed:

1. The Office of Student Community Relations ([Case and Contact Coordinator](#)) is the point of contact for any live-in community members that self-disclose. Individuals will also be advised to contact Toronto Public Health for instructions on next steps.
2. The Case and Contact Coordinator team will provide a personal point of contact and support to live-in community members in self-isolation. Access to this information will be limited to the case and contact coordinator team. Any action required to be taken will be provided to respective units on a need-to-know basis (e.g., food services, housing, custodial services, security), while limiting any personal information and health information shared.

## Incident Management

### Public Health and Contact Tracing

The responsibility for contact tracing for reportable communicable diseases normally falls to local public health units. To combat the spread of COVID-19, public health traces those persons who have had “close contact” with a person who has tested positive for the virus. The criteria for close or direct contact varies slightly by jurisdiction, but York University follows definitions established by [Toronto Public Health](#).

Where cases may exceed the Toronto Public Health unit’s capacity to conduct contact tracing, it may be suspended. If/when contact tracing is not conducted by the public health unit, York’s EWB and Division of Students implements limited case and contact management processes (for students, staff and faculty who have been on campus) to protect and promote the health and safety of our community members. This is conducted by completing a risk assessment and taking measures to protect confidentiality when contacting individuals. Staff/faculty who have concerns about possible exposures, or have had a positive test result, should contact [Employee Well-Being](#), and students who have concerns about possible exposures, or have had a positive test result should contact the [Division of Students and Research/Faculties](#).

## 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 like symptoms will be treated as potentially having COVID-19.

**If any individual presents with COVID-19 like symptoms 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 meters from others, if possible
- If the individual is very ill and requires urgent care, call 911 and then call Security for assistance at ext. 33333 or directly at 416–736–5333.
- If they do not require urgent care, ensure they are wearing a mask/face covering, direct them to [What You Need to Know](#) on the YU Better Together website to learn more about the next steps, including contacting public health for advice regarding getting tested. Tell them to go home immediately using some form of private transportation (i.e., own transportation, individual ride sharing services). This information should be noted as listed in the Attendance Reporting section above.
- If the symptomatic individual cannot go home immediately, separate them from others in a designated room until they can leave, and:
  - Gather contact information from any individuals who assisted with the incident
  - Ensure physical distancing can be maintained in rooms
  - Ask individual(s) and staff attending to them to wear masks (if tolerated).
  - 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 staff/students.
  - 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), by 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

- Ask the individual to complete the [YU Screen](#) again to record symptoms have changed since prior to coming to campus.
- Advise and follow the instructions of first responders on site (e.g., EMS, York Security) 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 the answers to any of the [YU Screen](#) questions were 'yes'. Staff/faculty must advise their manager of absence and contact [EWB@yorku.ca](mailto:EWB@yorku.ca). Additional information can be found on the YU Better together site under [What you Need to Know](#).
- Should an employee become ill when on campus, their manager must notify [EWB@yorku.ca](mailto:EWB@yorku.ca) 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.
  - EWB will initiate contact and case management. Should the case be determined to be workplace transmission, EWB will report to Workplace Safety and Insurance Board (WSIB) and HSEWB will report it to Toronto Public Health and the Ministry of Labour, Skills, Training and Development (MLTSD), as required.

#### **Process for Live-in Community Incidents:**

- Students reporting to not clear [screening](#) must be instructed to self-isolate in their room until supports have been activated.
- The Case and Contact Coordinator Team is to be contacted as an immediate student touch point for further assessment and direction.
- If students are not in a fully contained residence (e.g., a single dwelling, private bathroom), Case and Contact Coordinator Team will arrange for their relocation to a designated self-isolation site.
- Students and those assisting must be masked during the relocation effort.
- Physical distancing should be maintained if 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 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.
- York will provide the necessary information to Toronto Public Health.

## **Additional Information**

For further clarification on the Protocol, review the FAQ on Self Disclosure, Screening and Incident Management Protocol. For an overview of the contact management process, please see Appendix C for staff/faculty. For students, visit YU Better Together <https://yubettertogether.info.yorku.ca/covid-19-case-status/>

## Appendix A: [YU Screen](#)

York University will be following the Public Health Ontario screening guideline for York University community members.

As you know, the COVID-19 situation continues to evolve quickly. Given this situation, we are screening for potential risks of COVID-19 with everyone who may be entering our campuses to ensure the safety and well-being of our community.

Prior to coming on campus all are required to complete the COVID-19 screening questionnaire on [YU Screen](#) and have receive a 'cleared' status before entering our campuses.

## APPENDIX B: Screening for Campus Access (daily)

To protect York's community members from exposure to COVID-19, the University will be following both passive and active screening processes. For example:

- **Passive screening:** includes notices and instructions on the website and posted signage.
  - **Notice on website(s):** York's website(s) will include a [notice to visitors](#) that they are not to attend our campuses/York locations if they answer positively with respect to any of the criteria listed in the YU Screen ([Appendix A](#)).
  - **Door entrances:** All campus entry points will have appropriate signage posted to reflect screening requirements for individuals to access campuses.
- **Active screening:** screening which is done through a form of outreach and includes communicating the screening requirements and screening checklist directly to individuals.

## **Appendix C: York University COVID-19 Staff/Faculty Contact Management Flowchart York University COVID-19 Staff and Faculty Case Management Process**

All members of our community are asked to monitor their health for COVID-19 symptoms and to complete the YU Screen every time before coming on campus. Staff and faculty are to confirm with their manager that they have answered 'no' to all questions before coming on campus. Staff and faculty who think they may have COVID-19 symptoms should stay home, self-isolate, and complete Ontario's self assessment tool or contact their local Public Health Authority for next steps. Staff/faculty who have answered 'yes' to any of the other questions on the YU Screen should refer to YU Better Together What You Need to Know. They will also receive a message from the YU Screen tool with the next steps.

If you have symptoms, have been advised that you are a close contact of someone who has tested positive for COVID-19, or receive a positive test result, immediately contact Employee Well-Being (EWB@yorku.ca). Managers who are notified by a member of their team that they are experiencing COVID-19 symptoms or have tested positive, please advise them not to attend campus and to contact Employee Well-Being. Please notify EWB@yorku.ca that they will be doing so.

### **ACRONYMS:**

**OSCR:** The Office of Student Community Relations

**EWB:** Employee Wellbeing

**CPR:** COVID-19 Planning Response

**HR:** Human Resources

**CCM:** Case and Contact Coordinator team – Division of Students

