

Guide for Instructors on COVID-19 Case Management in Teaching and Learning Spaces

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YORK U

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1. Overview

This document is designed to offer information to instructors teaching in-person on COVID-19 case management in the classroom should a case occur.

Resources are also available on this topic on the [Better Together](#) website. [COVID-19 Protocol for Self Disclosure, Screening and Incident Management](#) is the most comprehensive resource on disclosure and related protocols for the York community. Much of the information here is drawn from that resource and instructors are encouraged to review that document for more detail.

York University has a dedicated team of professionals assigned to case and limited contact management, working closely with Toronto Public Health. This team consists of Case and Contact Coordinators that serve as the student's primary point-of-contact for COVID-19 related screening, cases and questions. The CCCs work closely with York's Public Health Nurse and Toronto Public Health to provide appropriate advisement. Please note that the advisement provided is based on case-by-case assessment and follows the guidance and direction provided by Toronto Public Health. All cases are treated with strict confidentiality and privacy.

In any scenario of positive COVID-19 diagnoses reported to the University, the case and contact management team liaises closely with Toronto Public Health, follows their guidance and provides all necessary information to assist any public health investigation in a confidential and private manner. Case and limited contact management for students, staff and faculty will be supported by the appropriate offices within York University for on-campus COVID-19 related exposures. York University liaises with Toronto Public Health on all campus-related cases and follows their guidance and direction.

Instructors are responsible only for curriculum and not for communications or actions related to COVID-19 case management. Instructors should be prepared to be responsive should they be contacted by York's Case and Contact Management team or a Public Health Unit.

For more information on this and related topics, please see the [Better Together](#) website and the [FAQs for Faculty and Instructors](#).

2. Disclosure of COVID-19 Case

What should an instructor do if a student discloses that they have COVID-19 and have recently attended an in-person class/tutorial/lab?

If a voluntary disclosure is made, the student should be instructed to complete [YU Screening](#) and to contact YORK-StudentCCM@yuoffice.yorku.ca. Such disclosures are to be treated as strictly confidential.

They will need to:

- Self-isolate, if not already doing so and not to come to our campuses until cleared by their local public health unit and York's Case & Contact Management team.
- Contact YORK-StudentCCM@yuoffice.yorku.ca and their local public health unit if they have not already been contacted by them directly.

Disclosures are **not** to be circulated or shared by the instructor. All case and contact management will be handled by York's Case and Contact Management Team.

How else might I find about a case of COVID-19 in my in-person class/tutorial/lab?

Depending on the timeframe available between when a case is known and when a class/tutorial/lab is next due to meet in person, instructors may be contacted by:

- A member of York's Case and Contact Management Team
- A member of the Dean's Office or Provost's Office

Each person in a class/tutorial/lab will be contacted directly by the York Case and Contact Management team. Instructors will also be contacted and can then be in touch with students should COVID-19 protocols require temporary changes to course delivery format (see Section 3.0).

What if a student is learning at a partner organization / placement location?

They will need to:

- Self-isolate, if not already doing so and not to come to our campuses until cleared by their local public health unit and York's Case & Contact Management team.
- Contact YORK-StudentCCM@yuoffice.yorku.ca and their local public health unit if they have not already been contacted by them directly.
- Follow the guidelines in place at the location where learning is taking place should they be different from, or additional to York University's. Students must not access York campuses prior to obtaining clearance from York's Case & Contact Management team even if they are cleared to return to their placement location.

3. Temporary Remote Delivery

In most cases, remote delivery of curriculum will be required until each member of the class/lab/tutorial has been cleared by Public Health and York's Case and Contact Management Team to return to campuses. This process can take up to two (2) weeks. For the period when usual in-person teaching and learning is not possible due to COVID-19 protocols, instructors will be required to teach remotely.

Once all participants are cleared by Public Health and York's Case and Contact Management Team, in-person teaching and learning should resume at the next scheduled opportunity.

4. Student Accommodation

All regular procedures for accommodating ill students apply in the case of COVID-19. Where possible, instructors are encouraged to make materials available electronically to those who cannot attend classes due to self-isolation requirements or illness. Instructors are encouraged to post course materials to eClass wherever feasible, as we understand from student survey results that this is helpful to many students in any method of course delivery.

5. Instructor Illness and/or Unavailability Due to COVID-19

What if I, as the instructor, am unable to come to campus due to COVID-19?

Should an instructor fall ill with COVID-19 symptoms and/or have a confirmed diagnosis with COVID-19, the protocols listed above and within the [COVID-19 Protocol for Self Disclosure, Screening and Incident Management](#) document apply.

Any instructor with COVID symptoms should:

- complete [YU Screening](#);
- not come to our campuses;
- stay at home and self-isolate; and
- contact public health or your healthcare provider for advice on isolation and testing. If you arrange to get tested, follow public health advice and contact [EWB](#) for further direction.

All regular procedures for replacing an ill instructor apply.

What if someone in an instructor's household is diagnosed with COVID-19?

This question is part of [YU Screening](#) which must be completed on any day when an employee is scheduled to be on campus. Where instructors do not clear screening for any reason all regular procedures for replacing an ill or unavailable instructor apply.

As soon as an instructor is cleared by Public Health and York's Case and Contact Management Team, in-person teaching and learning should resume at the next scheduled opportunity.