

COVID-19 Protocol for Health and Safety Information for Non-Contractor Guests on York Campuses

Purpose

The following protocol outlines what health and safety information should be provided to **non-contractor guests** who are entering York University campuses or sites.

Scope

This protocol applies to non-contractor guests including visitors, volunteers and other non-university community members who are not contractors or vendors of the university. As the COVID-19 situation evolves, what is deemed appropriate for different situations may also continue to change.

A guest is defined as an individual aged 12 years or older who is not a student, staff member, faculty member, instructor, volunteer or member of a governing body of York University. Examples include (but are not limited to) sporting event spectators, delivery and supplier personnel, attendant care service providers, sign language interpreters, research participants and research partners.

Protocol

When departments or faculties are arranging for **non-contractor guests** to attend York's campuses, the following must be adhered to:

- **Non-contractor guests** must complete and clear COVID-19 screening using [YU Screen](#) prior to attending campus and must present a copy of their screening result to a York University host. Anyone without a YU log-in ID must sign in as a "guest" to complete this screening and those who have failed COVID-19 it must not attend York University campuses.
- All must comply with York's [COVID-19 Vaccination Mandate](#) policy and non-contractor guests are required to show proof of vaccination or exemption documentation to their York University host. Non-contractor guests are to use their Enhanced COVID-19 Vaccine Certificate (QR Code) or their original proof of vaccination document and a valid piece (e.g., driver's license, green health card of identification to verify identity).
- If an individual is not fully vaccinated and qualified for an exemption on medical grounds, the guest must present proof of a negative COVID-19 test result that has been taken within 72 hours of coming to campus to their host.
- Refer to the [COVID-19 Protocol for Self-Disclosure, Screening and Incident Management](#) for more information on COVID-19 self-disclosure, necessary screening practices and incident management processes.
- All individuals must adhere to public health measures and other applicable safety measures inclusive of 2-metre physical distancing and the requirement to wear a mask or face covering, unless an exemption applies in all indoor and enclosed spaces. More information can be found on the [Better Together](#) website.

Responsibilities

York University host responsibilities:

A host is defined as anyone inviting a non-contractor guest to York's campuses or sites. For this group, the following currently apply:

- Departments and faculty representatives who are bringing non-contractor guests to campus are responsible for sharing health and safety information and applicable requirements outlined on the [Better Together website](#) or items such as the [COVID-19 Vaccination Mandate policy](#) and/or this document etc. with them.
- Review documentation (proof of vaccination or if applicable, exemption) submitted by non-contractor guests for compliance purposes. A department and faculty may assign a designate for the area to verify and review this documentation(s) and it is recommended that documentation is reviewed in advance of the visit.. **Note: Do not keep copies of any personal medical documentation. See Resources section for more details on how to verify proof of vaccination or exemption.**
- Do not allow access unless proof of completion of YU Screen is presented the day of or if the non-contracting guest does not meet York's COVID-19 Vaccination Mandate or such other health and safety requirements (e.g. proof of negative test result) as the University may deem appropriate.
- Refer to the COVID-19 Protocol for Self-Disclosure, Screening and Incident Management for more information on attendance reporting for contact management purposes.

York University guest responsibilities:

For this group, the following currently apply:

- Guests must present passed YU Screening, proof of vaccination or an approved exemption and if they are exempted, they must present proof of a negative COVID-19 test result. Guests must have these documents available to show when accessing campus or attending in-person activities.
- Guests must perform daily screening with [YU Screen](#) and only access York University premises if they pass screening.
- Guests must abide by all York University COVID-19 safety measures and protocols. Please refer to [this link](#) for instruction on obtaining proof of vaccination and other help.

Resources

YU Screen

- Visually confirm that the guest has passed screening and that the date stamp matches the date they will access campus or in-person activities.

Verification of proof of vaccination

When reviewing proof of vaccination, **the host** must:

- Match the full name and date of birth included on an ID with the information captured in proof of vaccination documentation.
- If reviewing an Enhanced COVID-19 Vaccine Certificate (QR Code), scan the QR code with the Verify Ontario app to get a green “verified” checkmark. Note: The app can be downloaded on Apple or Android devices. Hosts will require a smartphone or tablet to perform verification checks and this method of verification is preferred versus original documentation.
- If reviewing original proof of vaccination documents, look for both first and second dose administration dates, and ensure the second dose was received fourteen days prior to their visit to York's campuses.

- Please see [Proof of COVID-19 vaccination | COVID-19 \(coronavirus\) in Ontario](#) for additional information.

Verification of proof of medical exemption

When reviewing proof of a medical exemption for not being fully vaccinated against COVID-19, the host must:

- Match an individual's full name, date of birth included on an ID with the information captured in proof of exemption documentation.
- The physician's or registered nurse's information is complete when it includes:
 - The name and contact information of the physician or registered nurse;
 - A logo or letterhead identifying the physician or registered nurse;
 - A statement that there is a medical reason for an individual's exemption from being fully vaccinated against COVID-19; and
 - Any effective time-period for the medical reason which includes the date the patron is seeking access to the business or organization.
- Please see [Covid-19.ontarion.ca/proof of vaccination](#) for additional information.

Other Resources:

- [COVID-19 Protocol for Health and Safety Information for Contractors and Vendors on York Campuses](#)
- Non-Contractor Guest Vaccination Proof and YU Screen Log

Communication

This protocol will be shared with departments through the managers, faculty and senior/executive officers and area health and safety officers. Lastly, it will also be posted on York's [Better Together website](#).

Contact information

- For **guests** with any questions on health and safety requirements to attend activities on York's campuses, please contact your York University host.
- For **York University hosts** with any questions pertaining to this document, please contact Health Safety and Employee Well-Being (HSEWB).