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

Purpose

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

A **non-contractor 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 coming to campus to participate in face to face research, and research partners.

A **host** is defined as anyone inviting a non-contractor guest to York's 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.

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 pass COVID-19 screening using YU Screen prior to attending campus and must present a copy of their passed screening result to a York University host. Anyone without a YU log-in ID must sign in as a "guest" to complete this screening. Those who fail the screening 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 to their York University host via their Enhanced COVID-19 Vaccine Certificate (QR Code) or and a valid piece of identification to verify identity (e.g., driver's license, green health card)
- If non-contractor guests are visiting from outside of Ontario, they need to provide proof of vaccination in the form of QR code to enter settings where vaccinations are required
  - The Verify Ontario app can scan QR codes from other Canadian government issuers and will be able to scan QR codes from approved jurisdictions outside Canada in the future
- As of January 4, 2022, vaccine receipts without a QR code will no longer be accepted as valid proof of vaccination, and as of January 10, 2022, a written medical exemption will no longer be accepted to access businesses and organizations that require proof of vaccination.
- 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 (generally will be a Rapid Antigen 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 and other applicable safety measures inclusive of maintaining 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:
For this group, the following currently apply:

- Departments and faculty representatives who are inviting 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 (Enhanced COVID-19 Vaccine Certificate) submitted by non-contractor guests for compliance purposes before permitting entry. A department and faculty may assign a designate for the area to verify and review this documentation. **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 a passed 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 via Enhanced COVID-19 Vaccine Certificate, 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 or medical exemption

When reviewing proof of vaccination or applicable medical exemption, **the host** must:

- Match the full name and date of birth included on a valid ID with the information captured in their Enhanced COVID-19 Certificate (QR Code).
- When reviewing Enhanced COVID-19 Vaccine Certificates (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
- Ensure that at least 14 days has passed since the final dose of the vaccine has been administered
- Please note that booster doses (third doses) will be present on the Enhanced COVID-19 Certificate, and it is not required that 14 days has passed since the booster dose
- For non-Ontarian guests, the Verify Ontario app can scan QR codes from other Canadian government issuers and will be able to scan QR codes from approved jurisdictions outside Canada in the future
- Please see Proof of COVID-19 vaccination | COVID-19 (coronavirus) in Ontario 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).