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

Introduction

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

Screening requirements, and other information such as follow up actions to take in the event that someone becomes symptomatic for COVID-19, are included in the return to campus training, which all staff and faculty members are required to complete before returning to working on campus. This training is available on YU Learn.

Screening for Campus Access (Daily)

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

Anyone coming to campus, for any reason (e.g. in person activities, picking up essential items must complete and pass the screening via YU Screen (Appendix A) prior to each time they are expected to come on to campus. Individuals who fail screening are not permitted to access our campuses. In the case of a failed screening, students will be followed up by Division of Students’ case and contact management team. York staff/faculty need to advise their manager of their absence and await a call from EWB. Additional information can be found on the YU Better Together site under Community of Care Commitment. Please note that these individuals 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 and/or HSEWB, if necessary.
- On site points of service verification measures will be considered only in select areas on an exception basis, using a risk-based approach. These measures would include non-intrusive, administrative measures, such as requesting the completion of a (non-medical) questionnaire.
The following additional procedures apply to each individual and 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 Screen each time they visit or attend a York campus or 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 show 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’ fail YU Screen, 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
   
   Individuals required to attend campus need to complete and pass YU Screen, prior to arriving to campus.
   
   If any individual answers “yes” to any questions, resulting in ‘failed’ status, they cannot visit our campuses or locations. Staff/faculty must advise their manager of absence and await follow up by EWB, as required. Additional information can be found on the YU Better together site under **Community of Care Commitment**. Individuals can also expect to receive a message from YU Screen advising them of next steps.

3. **Contractors/Vendors and Non-contractor guests**

   Approved contractors and vendors who are permitted to attend York campuses and in-person activities are required to complete and submit the **Contractor/Vendor Attestation Form** and to comply with all requirements therein.
   
   **Non-contractor guests**: All guests need to complete and pass YU Screen before attending campus. Anyone without a YU login ID will need to sign in as a guest to complete the screening. York Hosts and non-contractor guests should refer to **COVID-19 Protocol for HS Information for Non-Contractor Guests** for details.
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 Public Health and MLTSD requirements.

**Attendance Reporting**

Regular attendance policies and reporting requirements must be followed, and if feeling unwell, individuals should not come to campus.

**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 answer “yes” to any of the screening questions will fail, and therefore must self-isolate immediately, not attend campus, and advise their manager of their absence. Community members who fail screening should expect a follow up by their respective case and contact management departments. Students will be followed up by Student Division (contact: YORK-StudentCCM@yuoffice.yorku.ca) and staff/faculty by Employee Well-Being (contact re screening and COVID-19: SFCCM@yorku.ca). Individuals who fail screening are encouraged to contact 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 and/or if there are further questions or concerns.

Note: Screening questions will be adjusted per Provincial Public Health guidelines.

2. 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.

3. Should anyone choose to disclose that they have tested positive for COVID-19, those individuals should be informed to:
   
   - Self-isolate, if not already doing so and are not permitted to come to our campuses until they are cleared by a student case and contact coordinator / EWB.
   - 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.
   - Contact your Manager / EWB / Division of student’s case and contact coordinator regarding appropriate accommodation, information, and health and wellness resources.
iv. To stop the spread of COVID-19, please notify your close contacts. A close contact is anyone who you spent time with when you were infectious.

v. If you have COVID-19 symptoms, your infectious period began 48 hours before your symptoms started.

vi. If you do not have COVID-19 symptoms, your infectious period began 48 hours before your positive COVID-19 test date.

vii. 4. Any record of disclosure should only be kept in the appropriate offices (e.g., Division of students/EWB) and not circulated/shared elsewhere.

5. 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, physical distancing (staying 2-metres apart from others) where reasonable, , wearing a mask in indoor spaces, washing your hands often and self-monitoring 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 SFCCM@yorku.ca

iii. Managers are to treat any disclosure as strictly confidential and advise the individual to stay home (or go home), fill out YU Screen if not done already, 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 (YU Better Together Community Updates). 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. 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 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 administrative 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 the individual 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 their local public health unit and / or the Division of students – case and contact management team.

b. Await follow up by Division of Students’ Case and Contact Management Team for further instructions. Students are also encouraged to 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, 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 or Non-contractor Guest and contact Public Health for direction as needed. If the Contractor/Vendor or Non-contractor Guest has had close contact with individuals in the York Community, EWB and/or Student Case and Contact managers will manage accordingly. Incident management protocols as outlined in the coming section will be followed as applicable to the circumstances.

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, where required. 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, are symptomatic or have tested positive for COVID-19, should complete YU Screen, and await follow up by Employee Well-Being, and students who have concerns about possible exposures, are symptomatic or have tested positive for COVID-19 should complete YU Screen, await contact by the Division of Students’ Case and Contact Coordinator Team.
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 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 A Community of Care Commitment 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 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 can be maintained in rooms.
     - Ensure individual(s) and staff attending to them to wear 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 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 standing 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 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 they answer “yes” to any of the YU Screen questions, therefore failing. Staff/faculty must advise their manager of absence and await follow up by EWB. Additional information can be found on the YU Better together site under A Community of Care Commitment.

• Should an employee become ill when on campus, their manager must inform them to complete YU Screen to reflect current symptoms. In addition, for staff/faculty:
  o 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.
  o EWB will initiate case and contact management. Should the case be determined to be workplace transmission, EWB will report to Workplace Safety and Insurance Board (WSIB) and Toronto Public Health and HSEWB will report to the Ministry of Labour, Skills, Training and Development (MLTSD), as required.

Process for Live-in Community 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, if deemed necessary.

• If students are not in a fully contained residence (e.g., a single dwelling, private bathroom), Case and Contact Coordinator Team may 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 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 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 - Students](#).
Appendix A: YU Screen

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

The COVID-19 situation continues to evolve quickly. Prior to coming on campus, all individuals are required to complete and pass the COVID-19 self-screening questionnaire via YU Screen, to reduce the risk of COVID-19 entering our campuses. Only those who have passed screening are permitted to come to campus.

APPENDIX B: Screening for Campus Access (daily)

To protect York’s community members from exposure to COVID-19, the University is currently following a passive screening process in keeping with public health guidance.

Passive screening: includes YU Screen completion as well as notices and instructions on the website and posted signage.

- **Notice on website(s):** York’s website(s) will inform university community members, non-contractor guests, contractors/vendors that they are not to attend York campuses or in-person activities if YU Screen is failed.

- **Door entrances:** All campus entry points will have appropriate signage posted to reflect the requirement to self-screen.

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 YU Screen prior to attending campus, each day they are coming to campus. Staff and faculty who think they may have COVID-19 symptoms should stay home, self-isolate, and complete YU Screen.. Staff/faculty who have answered ‘yes’ to any of the other questions on the YU Screen should refer to YU Better Togethersite. 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 complete YU Screen and/or contact Employee Well-Being (SFCCM@yorku.ca). Managers who are notified by a member of their team that they are experiencing COVID-19 symptoms or have tested positive, must advise the team member to complete YU Screen, not to attend campus and await follow up by EWB. Please notify SFCCM@yorku.ca that they will be doing so.

**ACRONYMS:**  
**OSCR:** The Office of Student Community Relations  
**EWB:** Employee Well-Being  
**CPR:** COVID-19 Planning Response  
**HR:** Human Resources  
**CCM:** Case and Contact Coordinator team – Division of Students
EWB contacts relevant individual to provide assistance and identify close contacts, if applicable. Completes other investigation, as required.

EWB communicates with close contacts of relevant individual within 24 hours and provides notification and further guidance, liaising with public health as required.

EWB advises relevant individual's manager of their fitness to work and offers further guidance, as required.

EWB informs OSCR, CPR, AVP HR, LR, Director of HSEWB of potential exposure on campus, as required.

HSEWB liaises with department regarding any required sanitization procedures.

FS schedules and implements sanitization as needed.

EWB provides assistance to the relevant department regarding any required communication.

EWB continues to case manage all COVID-19 cases until staff/faculty are cleared to return to work/campus.

EWB communicates with relevant individuals and manager to advise on clearance to return to work/campus.