

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

Introduction

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

For the purpose of this document, the term “manager” includes: “manager” for staff; “academic administrator” (i.e., Chair, Director, Office of the Dean, or principal Investigator) for faculty members, instructional and other academic employees; and anyone who is defined as a supervisor under the Occupational Health and Safety Act.

The term “University Community Members” means all students, staff, faculty, instructors, volunteers, and members of a governing body of York University

University community members and guests to York’s campuses are required to follow public health and safety measures, including what is outlined in this guideline.

Symptom Screening for Campus Access (Daily)

To protect York’s community members from exposure to COVID-19, all those seeking access to campuses and facilities should complete symptom screening (also referred to as self-assessment) on YU Screen each and every time prior to coming to campus. Screening questions follow Provincial and Toronto Public Health guidelines, and are adjusted when required. Symptom screening (self-assessment) is highly encouraged for all York University community members, contractors/vendors and guests.

York University community members, contractors/vendors and guests should **not attend campus if feeling unwell or symptomatic, or must leave campus immediately if feeling unwell or symptomatic**. Please use [YU Screen](#) to assess for symptoms. Individuals who are symptomatic or who fail screening are not to access our campuses. In the case of a failed screening, students will be followed up and supported by a member of the Provost & Vice-President Academic Office’s case and contact management team. York staff/faculty who complete and fail screening, need to advise their manager, Chair/Director, or Associate Dean/Dean of their absence and await follow up from Employee Well-Being (EWB). Please note that these individuals can also expect to receive a message from the University’s case and contact management teams with instructions.

It is important to note that:

- All information related to screening or that is collected through YU Screen is kept confidential, and York is committed to the protection of privacy, as required under the Freedom of Information and Protection of Privacy Act (FIPPA). Information that is collected through the YU Screen tool is encrypted and stored on servers that are located in Canada, in compliance with York’s security and privacy assessments.

Attendance Reporting

Regular attendance policies and reporting requirements must be followed, and if feeling unwell, individuals should not come to campus. These individuals should be directed to complete [YU Screen](#) for appropriate follow up and guidance.

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 complete and fail YU Screen are not to attend campus or, if already on-campus, leave immediately. Employees must advise their manager, Chair/Director, Associate Dean or Dean of their absence, if applicable. Community members who fail YU Screen should expect follow-up by a member of the University’s case and contact management teams via phone and/or email. Students will be followed up by a member of the Provost & Vice-President Academic Office’s ’ case and contact management team (contact: YORK-StudentCCM@yuoffice.yorku.ca), and staff/faculty are supported by Employee Well-Being (contact for screening and COVID-19: SFCCM@yorku.ca). For additional receive direction on the necessary next steps and/or if there are further questions or concerns, 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.

2. All community members are expected 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:
 - i. Self-isolate, and/or leave campus immediately, complete YU Screen and await follow up by a member of the University’s case and contact management team (Provost & Vice-President Academic Office/EWB).

- ii. 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.
 - iii. Contact their Manager / [EWB](#) / Provost & Vice-President Academic Offices [case and contact coordinator](#) regarding appropriate accommodation, information, and health and wellness resources.
 - iv. To stop the spread of COVID-19, notify close contacts. A close contact is anyone who you spent time with when you were symptomatic and/or infectious. To stop the spread of COVID-19, notify close contacts. Please refer to the [Ministry of Health](#) guidance for case and close contact management for more information regarding close contact guidelines.
4. Any record of disclosure should only be kept in the appropriate offices (e.g., Division of Students/EWB) and not circulated/shared elsewhere.

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 (e.g., close contact exposure). 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). 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, should the individual fail screening, they 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 the Provost & Vice-President Academic Office– case and contact management team
 - b. Await follow up by Provost & Vice-President Academic Office’s Case and Contact Management Team for further instructions. Students also can 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 (HSEWB; <mailto:hsewb@yorku.ca>), 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

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 metres from others, if possible

- If the individual is very ill and requires urgent care, call 911 and then call Security Services for assistance at ext. 33333 or directly at 416–736–5333.
- If they do not require urgent care, ensure they are properly wearing a well-fitted mask, direct them to the case and contact management [FAQs](#) on the Better Together website to learn more about the next steps, including contacting public health for advice regarding testing. 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 Services) 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 while on campus, they should complete [YU Screen](#) to reflect current symptoms, and they should leave campus immediately. 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, if applicable at the time.
 - EWB will initiate case and contact management and further applicable reporting procedures to the applicable regulatory bodies ex. Ministry of Labour, Skills, Training and Development (MLTSD).

Process for Residence 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 through email or telephone.
- Students should be prepared to relocate to an 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.

Additional Information

For further information regarding COVID-19 protocols and procedures at York, please visit [YU Better Together](#). For students, visit [YU Better Together - Students](#).