

Guide for Instructors on COVID-19 Case Management in Instructional Spaces

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YORK U

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1. Overview

This document provides information on current COVID-19 case management protocols in the classroom should a case occur.

[FAQs](#) and resources are also available on this topic on the [Better Together](#) website. Much of the information here is drawn from the [COVID-19 Protocol for Self Disclosure, Screening and Incident Management](#) as it is the most comprehensive resource on disclosure and related protocols for the York community.

Case and contact management (CCM) for students, staff, instructors and faculty is supported by the appropriate offices within York University for on-campus COVID 19-related exposures. Employee Well-Being (EWB) supports CCM for employees (including staff, faculty, instructors) and the Provost & Vice-President Academic Office central CCM team assists students. 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.

Instructors are responsible only for curriculum and not for communications or actions related to COVID-19 case management.

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 and/or Experiencing Symptoms

What should an instructor do if a student discloses that they have tested positive for COVID-19 and/or experiencing symptoms and recently attended an in-person class, tutorial, or lab?

If a voluntary disclosure is made, the student should be instructed to complete screening on [YU Screen](#). Such disclosures are to be treated as strictly confidential.

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

How else might I find out 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 CCM team
- A member of the Dean's Office or Provost's Office

Students within the class/tutorial/lab will be contacted directly by the Provost & Vice-President Academic Office central CCM team. Instructors may also be contacted should additional information be needed or if COVID-19 protocols require temporary changes to course delivery format.

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

They will need to:

- Complete YU Screen to ensure they meet clearance by York's CCM Team before accessing our campuses; and
- Follow the guidelines in place at the location where external instruction 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 CCM 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 no longer be required when a member of the class/lab/tutorial has tested positive for COVID-19 as per the current Ministry of Health requirements and Toronto Public Health guidance. Where self-isolation for potential close contact is not required, self-monitoring protocols should be followed. When in doubt, please use and encourage use of YU Screen as a self-assessment screening tool. **In-person teaching and learning can continue, unless otherwise notified by York's CCM Team.** 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.

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 virtually 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. Instructors are advised to follow Senate Executive's [policy](#) on the requirement for medical notes for COVID-19 related absences. Be

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

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

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

Any instructor with COVID-19 symptoms should:

- complete [YU Screen](#);
- self-isolate and not come to our campuses; and
- 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 Screen which can be used as a self-assessment screening tool 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 York's CCM team, in-person teaching and learning should resume at the next scheduled opportunity.

For all other questions and/or concerns:

- Instructor queries can be sent to EWB@yorku.ca
- Student queries can be sent to YORK-StudentCCM@yuoffice.yorku.ca