

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

Interim Winter 2023

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.

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. Resources are also available on the [Better Together](#) website.

Case and contact management (CCM) for students, staff, instructors, and faculty are 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, and 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 guidance provided by public health authorities (e.g. [Toronto Public Health](#)). All cases are treated with strict confidentiality and privacy.

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

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.

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. 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 is no longer 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 contacts 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 students apply in the case of COVID-19 illness. 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.

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 (symptoms and/or positive test result)?

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

Any instructor with COVID-19 symptoms and/or a positive test result, should:

- Complete [YU Screen](#)
- Self-isolate and not come to our campuses; and
- If you arrange to get tested, follow public health advice and await follow-up from [EWB](#) for further direction.

All regular procedures for replacing an ill instructor apply.

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