

Step-by-Step Guide for Chairs & Employment Supervisors during COVID-19

Purpose

This document is provided to guide **Chairs & Employment Supervisors** with information about self-assessment, reporting and minimizing exposure to COVID-19. Materials should be read in conjunction with the [Supervisor's Guide](#) and [HR COVID-19](#) webpages.

NOTE: Employees jointly appointed as members of the professional staff of a health care agency are exempt from the procedures set out in this document, as they will follow the applicable procedures and reporting requirements as instructed by their host hospitals. Such employees are asked to report using the COVID-19 Reporting Tool in Mosaic **when their self-assessment results recommend testing or self-isolation**. This includes returning from travel out of country, if they are having symptoms, if they have come in close contact with a confirmed case, or if they have tested positive for COVID-19. See instructions below.

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Self-Assessment and Reporting

Chair & Employment Supervisor Responsibilities

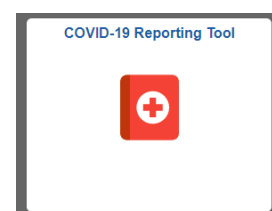
1. Advise faculty/staff who are working onsite to complete the [Workplace COVID-19 Employee/Researcher Checklist](#) which includes completing the [COVID-19 self-assessment](#) everyday no more than ONE hour before arriving onsite and follow the recommendations provided. Chairs & Employment Supervisors are encouraged to periodically check in with faculty/staff to confirm completion.
 2. Without disclosing the identity of the individual, report to McMaster's COVID-19 Rapid Response Team via email: COVIDCMG@mcmaster.ca when a faculty/staff member discloses to you that they are acting on recommendations due to COVID-19 symptoms, isolation or testing. The Rapid Response Team is comprised of university leaders that will coordinate a health and safety response for the McMaster community (e.g., cleaning).
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Probable COVID-19 Exposure or Confirmed Case

This section sets out the responsibilities of a Chair & Employment Supervisor if their Faculty/Staff:

- have been referred for testing or advised to self-isolate, or
- have symptoms of COVID-19, or
- have tested positive for COVID-19, or
- have travelled from out of country within the last 14 days, or
- had close physical contact with someone who is having symptoms of COVID-19 or recently travelled within the last 14 days with COVID-19 symptoms

1. **Advise** the individual to complete the COVID-19 Reporting Tool in [Mosaic](#) when they are having symptoms of COVID-19 or have tested positive for COVID-19, or their self-assessment results recommend testing or self-isolation. The reporting tile is on the home page of [Mosaic](#).



2. **Report** to McMaster's COVID-19 Rapid Response Team via email: COVIDCMG@mcmaster.ca and provide the individual's:

- Department/Faculty name
- Primary building location
- Results from the individual's [Ontario COVID-19 self-assessment tool](#)

NOTE: Do not include the individual's name and only include information that is relevant to ensure the appropriate response is taken, e.g., cleaning location.

3. **Enable and support** [remote work](#) for the individual if possible and if they are well enough. If remote work is not possible, follow the guidance provided under "[When an employee self-isolates or is in isolation according to Public Health guidelines](#)" section in the [Supervisor's Guide](#).

4. **Advise** the individual of their responsibilities. Advise the individual to stay home and follow Public Health guidance regarding self-isolation.

5. If you have questions, contact McMaster's Occupational Health Nurse (OHN) via email at ochealthnurse@mcmaster.ca

If an individual is **onsite and not feeling well**, they may notify you. They will need to immediately put on a mask if they are not already wearing one. Arrange for emergency assistance if required. If the individual is not in distress, advise them to follow up with their healthcare provider and/or complete the [Ontario COVID-19 self-assessment tool](#) for next steps.

Return to the Workplace

Chair & Employment Supervisor Responsibilities following a COVID-19 related absence:

NOTE: Medical clearance needs to be provided to the McMaster Occupational Health Nurse prior to returning to work.

1. Faculty/staff must be cleared to return to work by the McMaster Occupational Health Nurse(s) for COVID-19 related absences. This includes those with symptoms of COVID-19, awaiting test results, travel or close physical contact related isolation, and positive tests for COVID-19. Depending on the situation, the individual needs to be asymptomatic and have completed the 14-day isolation period and/or had a negative test result, or medical note.
2. Prior to the individual's return to work following such an absence, advise them to contact the McMaster Occupational Health Nurses and to provide the documentation as set out in their responsibilities above.
3. The McMaster Occupational Health Nurse will notify the Chair or Employment Supervisor when appropriate medical documentation has been received and the date the individual is cleared to return to work.

Notification

When the University is notified that a student, faculty or staff member reports a probable or confirmed case of COVID-19, cleaning and disinfection of the affected area will be completed in compliance with Public Health guidelines.

- Public areas where a person has passed through and spent minimal time (such as corridors) do not need to be specially cleaned and disinfected.
- A prompt cleaning of areas of prolonged contact will be completed.

NOTE: the affected space (not the entire building) may need to be shut down for a period of time until cleaning is completed.

Should there be a confirmed COVID-19 case in the McMaster community, Public Health will do contact tracing to identify individuals that may have been in close contact and may be at risk. Public Health will contact those individuals directly.

In the event of a confirmed case, faculty, staff and students should all be vigilant and continue to self-monitor for symptoms using the [Ontario COVID-19 self-assessment tool](#). As the laboratory testing capacity has increased, additional testing is available for those that are having even mild symptoms or those that are asymptomatic but are concerned about COVID-19 exposure or are

essential workers. Individuals can contact their local Public Health unit for details and to arrange testing as needed.

Confidentiality

Please note that the university must respect the privacy of individuals who are being tested or who have tested positive for COVID-19 and ensure that this information is kept confidential. Managers, academic administrators including deans and chairs, and unit heads should not send any messaging to faculty members, librarians, staff, students or others about suspected or confirmed cases. If you have questions regarding appropriate messaging about COVID-19, please contact the Rapid Response Team via email: COVIDCMG@mcmaster.ca

In regard to the notification of others, the university follows the direction provided by Hamilton Public Health. If Public Health determines that there is a health and safety risk on campus due to a confirmed case, the university will be provided with directives and the appropriate steps will be taken. Public Health is responsible for contact tracing and will contact directly any individuals deemed to be at risk.
