

Step by Step Guide: COVID-19 Daily Check-In Requirements and Clearance Guidelines for *Chairs and Employment Supervisors* of Faculty and Staff Working In-Person

Purpose

This document provides instructions for **Chairs and Employment Supervisors** of Faculty and Staff members working in-person about Daily Check-In requirements and clearance to work in-person if direct or indirect reports test positive for COVID-19 (PCR or Rapid Antigen).

NOTE: Employees jointly appointed as professional staff of a health care agency are exempt from the Daily Check-In procedures set out in this document when on the site of the health care agency, and/or are performing work related to their role at the agency, as they will follow the applicable procedures and reporting requirements as instructed by their host hospitals or agency site. Such employees are still asked to report using the COVID-19 Positive Case Reporting Tool in Mosaic if they receive a positive COVID-19 test (PCR or Rapid Antigen).

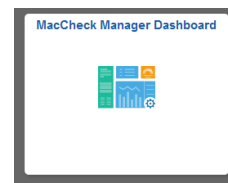
Materials should be read in conjunction with the [Back to Mac Resource Guide](#) and [HR COVID-19](#) webpages.

Daily Check-In: MacCheck Digital Tool

1. **Communicate with your team.** Ensure Faculty and Staff members reporting to you know and understand [their responsibilities](#) before attending a McMaster University campus or facility location (including clinical settings), in-person, including site-specific screening and reporting requirements.
2. **Confirm clearance to attend a McMaster site in-person.**
 - Ensure Faculty and Staff members are aware they are required to complete the **Daily Check-In** using the [MacCheck Digital Tool](#) no more than 1 hour before each time they want to receive clearance to attend a McMaster University campus or facility location (including clinical settings). This also applies to staff (who are not clinical faculty members) working at a host hospital site.
 - Daily, you as the Supervisor are required to review the MacCheck **Supervisor Dashboard** to confirm that Faculty and Staff members who report to you and are expected to be working in-person at a McMaster site have successfully completed

their Daily Check In for that day. They are not permitted to be onsite if this is not completed.

- The Dashboard is accessible through a tile on the Mosaic Home page.
- Instructions on how to view and navigate the Supervisor Dashboard are available in the [MacCheck Digital Tool: Supervisor Dashboard Guide](#).



3. Ensure the workplace is prepared.

- Complete the [McMaster University Workplace COVID-19 Supervisor Checklist](#)
- Ensure Faculty and Staff reporting to you have completed the [Workplace COVID-19 Employee/Researcher Checklist](#).

If a Faculty or Staff member's Daily Check-In results are NOT CLEARED

If your Supervisor Dashboard in the MacCheck Digital Tool shows that a Faculty or Staff member who reports to you and is expected to be working in-person that day is *not cleared* to attend on-site:

1. **Advise** the individual to not attend any McMaster site in-person.
2. **Advise** the individual to follow all recommendations and instructions provided by the Ontario COVID-19 Self-Assessment tool or Public Health, or those of their health care provider.
3. **Enable** and support [remote work](#) for the individual if possible and if they are well enough. If remote work is not possible, [follow normal absence reporting protocols](#).
4. **Advise** the individual to follow the instructions in the [Step-by-Step Guide for Faculty and Staff](#), which includes the requirement to complete the Mosaic COVID-19 Positive Case Reporting Tool **only if** they have *received a positive result on a PCR or Rapid Antigen Test* **and** they have *been on a McMaster University site within the past 14 days*.

Clearance to Return to Work

Prior to returning to work in-person after an Employee has been advised to self-isolate, whether or not they have tested for COVID-19, they must meet **all** the following criteria:

- They must complete their self-isolation as recommended by the Ontario COVID-19 self-assessment or Public Health; **and**
- Must have no fever (without the use of fever reducing medications); **and**

- COVID-19 symptoms must be improving for at least 24 hours (48 hours for gastrointestinal symptoms – nausea, vomiting, and/or diarrhea) or have resolved completely; **and**
- Must complete the MacCheck Daily Check-In and receive clearance to attend campus (or complete any screening criteria and reporting as required by their host hospital/agency for clinical settings).

Individuals do not need a negative COVID-19 test or clearance by the Occupational Health Nurse to return to in-person work.

Reporting and Communication

No reporting or further action is required on your part. Confirmed positive COVID-19 cases (i.e. only those confirmed by a positive result from a PCR or Rapid Antigen test) where the individual has been on a McMaster site within the past 14 days are reported by the Employee through the Mosaic reporting tool.

When the university is notified that a student, faculty or staff member reports a confirmed case of COVID-19:

- The university updates the COVID-19 case tracker from Monday to Friday (9 a.m. – 4 p.m.)
- Cases are added where the individual has been on site **within the last 14 days**.
- Any outbreaks would be communicated as they occur.