Daily Check-In and COVID-19 Positive Case Reporting
Requirements for Chairs and Employment Supervisors of Faculty
and Staff Working In-Person

Purpose

Instructions for Chairs and Employment Supervisors of Faculty and Staff members working in-person about Daily Check-In requirements and reporting if direct or indirect reports have tested positive for COVID-19.

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, 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 preliminary or confirmed positive COVID-19 test.

Materials should be read in conjunction with the Back to Mac Employee Guide and HR COVID-19 webpages.

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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 hospital 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 hospital 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.
     - 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 the Supervisor Dashboard in the MacCheck Digital Tool shows that a Faculty of Staff member who reports directly to you and is expected to be working in-person that day is not cleared to attend a McMaster site:

1. **Advise** the individual to not attend any McMaster site in-person and to follow public health guidance regarding self-isolation.

*Updated as of September 7, 2021*
2. Advise the individual, if they have not already done so, to complete the Ontario COVID19 self-assessment tool and follow the recommendations 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 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. Guidance for returning to the workplace in-person: if the individual did not test positive for COVID-19, they may return to work in-person after they complete the isolation period and testing recommended by the Ontario COVID-19 self-assessment tool or receive confirmation from Public Health or their healthcare provider, and they no longer have a fever and symptoms are improving for at least 24 hours.

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

If a Faculty or Staff member discloses they have tested positive for COVID-19:

If a Faculty or Staff member discloses to you that they have tested positive for COVID-19:

1. Advise the individual to complete the COVID-19 Positive Case Reporting Tool in Mosaic and to follow the instructions in the Positive Case Reporting Guide for Faculty and Staff. The reporting tile is on the home page of Mosaic.

   - After they report through the Mosaic COVID-19 Positive Case Reporting Tool, they will be contacted by McMaster’s Occupational Health Nurse(s) to follow up on the notification and review dates of required self-isolation, return to work, any medical documentation required, medical leaves and accommodation needs.

2. Without disclosing the identity of the individual, report the following to McMaster’s COVID-19 Rapid Response Team via email: COVIDCMG@mcmaster.ca

   - Department/Faculty name
   - Primary building location
   - Date of the positive test result (if known)

IMPORTANT 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. The Rapid

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Response Team is comprised of university leaders that will coordinate a health and safety response for the McMaster community.

4. **Advise** the individual to not attend any McMaster site in-person and to follow public health guidance regarding self-isolation.

5. **Advise** the individual, if they have not already done so, to complete the [Ontario COVID19 self-assessment tool](#) and follow the recommendations provided by the Ontario COVID-19 self-assessment tool or Public Health, or those of their health care provider.

6. **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.

7. **Guidance for returning to the Workplace In-person:** Faculty/staff who test positive for COVID-19 must be cleared to return to work by the McMaster Occupational Health Nurse(s).

8. If you have questions, contact McMaster’s Occupational Health Nurse (OHN) via email at occhealthnurse@mcmaster.ca

**Notification**

When the University is notified that a student, faculty or staff member reports a preliminary or confirmed case of COVID-19, enhanced 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 enhanced 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.

Whether or not there is a confirmed case, faculty, staff and students should always be vigilant and continue to self-monitor for symptoms using the [MacCheck Digital Tool](#).