
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 they test 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 screening tool everyday no more than ONE hour before arriving onsite and following the recommendations provided. **Faculty and staff are required to contact** (email, MS Teams, text message, phone call, etc.) their direct supervisor to advise them of their result from the Screening Tool before they attend campus (i.e. whether they are *clear to attend campus* or have been advised to *get tested for COVID-19* or to *isolate*). It is recommended that individuals retain a copy of their result. Supervisors must retain confirmation of the result for a period of 30 days.

**Faculty or staff participating in clinical activities** should complete the screening tool provided by the host hospital, and follow those guidelines. Faculty or staff within the Faculty of Health Sciences who are on-site but not performing clinical tasks can use the McMaster FHS COVID-19 Screening Tool or the Ontario COVID-19 screening tool. At St. Joseph’s Hospital Hamilton, the SJHH screening tool can be used by all McMaster personnel entering their sites.

2. **When a faculty/staff member discloses to you that they have tested positive for COVID-19:** without disclosing the identity of the individual, report 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

   **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 Response Team is comprised of university leaders that will coordinate a health and safety response for the McMaster community (e.g., cleaning).
Possible COVID-19 symptoms, travel, or isolation

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 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, If they have not already done so, to complete the Ontario COVID-19 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

2. Advise the individual not to attend McMaster locations in-person and follow public health guidance regarding self-isolation.

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. Return 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 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 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.
Confirmed Positive COVID-19 Cases

1. Advise the individual to complete the COVID-19 Reporting Tool in Mosaic when they have tested positive for COVID-19. The reporting tile is on the home page of Mosaic.

After they report through the Mosaic COVID-19 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.

Chair or Employment Supervisor - Report to McMaster's COVID-19 Rapid Response Team via email: COVIDCMG@mcmaster.ca and provide the individual’s:
   a. Department/Faculty name
   b. Primary building location
   c. Date of the positive test result

   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.

2. Advise the individual not to attend McMaster locations in-person and follow public health guidance regarding self-isolation.

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. Return 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)

Notification

When the University is notified that a student, faculty or staff member reports a 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.

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 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.