

Step by Step Guide: Daily Check-In and COVID-19 Positive Case Reporting Requirements for Faculty and Staff Working In-Person

Purpose

This document is provided to give instructions to Faculty and Staff working in-person about their **Daily Check-In requirements** and steps to take to report if they have **tested positive for COVID-19** through either a PCR or Rapid Antigen Test.

NOTE: Employees jointly appointed as members of the 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 performing tasks associated with 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 asked to report using the COVID-19 Positive Case Reporting Tool in Mosaic **when they receive a positive COVID-19 test (PCR or Rapid Antigen Test)**. See instructions below.

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

Daily Check-In: MacCheck Digital Tool

The section sets out Faculty/Staff Responsibilities when working In-Person

1. Complete the **Daily Check-In** using the [MacCheck Digital Tool](#) no more than 1 hour before coming to a McMaster University site to receive clearance to attend.
 - This also applies to staff (who are not clinical faculty members) working at a host hospital site.
 - To receive clearance to attend a McMaster site, you will need to pass the **Daily Check-In** and have uploaded to the [MacCheck Digital Tool](#) proof that you are fully vaccinated against COVID-19, or:
 - Have a University approved [vaccination exemption](#) due to a protected human rights ground and an established accommodation plan,
2. Complete the [Workplace COVID-19 Employee/Researcher Checklist](#).
3. Follow any other site-specific screening and reporting requirements.

If your Daily Check-In results are NOT CLEARED

1. Do not attend McMaster locations in-person.
2. Follow all recommendations and instructions provided to you by the [Ontario COVID-19 Self-Assessment](#) tool or Public Health, or those of your health care provider. Note that in most cases, testing may not be required or recommended.
3. Follow your departmental absence reporting protocols and speak with your supervisor about the possibility of remote work, or the leaves available to you.
1. **ONLY IF you test positive for COVID-19** (i.e. receive a positive result from a PCR or Rapid Antigen Test), **and you have been on a McMaster University site within the past 14 days**, complete the COVID-19 Positive Case Reporting Tool in [Mosaic](#).

If you have symptoms or are isolating but have not received a positive COVID-19 test (either PCR or Rapid Antigen Test) – no reporting is required.



- The reporting tile is on the home page of [Mosaic](#).
- After you report through the Mosaic COVID-19 Positive Case Reporting Tool, you will receive an email confirmation with supporting information, directing you to follow the recommendations and instructions from the Ontario COVID-19 Self-Assessment Tool or Public Health.

Return to work in-person:

If you have been advised to self-isolate, whether or not you test positive for COVID-19, you must meet **all** the following criteria before returning to work in-person:

- Must complete your self-isolation period as recommended by the Ontario COVID-19 Self-Assessment tool 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 on-site (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.

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