

Step-by-Step Guide for Faculty and Staff Working In-Person during COVID-19

Purpose

This document is provided to guide **faculty and staff** who are working in-person with information about self-assessment, reporting and minimizing exposure to COVID-19.

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.

Materials should be read in conjunction with the [Working Onsite](#) and [HR COVID-19](#) webpages.

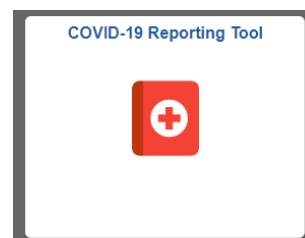
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Self-Assessment and Reporting

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

1. Complete the [Workplace COVID-19 Employee/Researcher Checklist](#). It includes the following:
 - **Awareness Training:** Complete the [COVID-19 Awareness Training](#) before attending work in person for the first time. Register for the training in the Regulatory Training section of Mosaic and then complete the training in [Avenue to Learn](#). **NOTE:** there is a one-day lag, so anyone returning to campus should complete the training in advance.
 - **Self-Assessment:** Complete your COVID-19 self-assessment everyday no more than ONE hour before arriving onsite and follow the recommendations provided:
 - [Ontario COVID-19 self-assessment tool](#)
 - [FHS screening tool](#) for those who work at host hospital sites or clinics (*or the screening tool that your hospital or clinical site specifies you must use*)
2. **Reporting: When your self-assessment results recommend testing or self-isolation**, complete the COVID-19 Reporting Tool in [Mosaic](#). This includes returning from travel out of country, if you are having symptoms, if you have come in close contact with a confirmed case, or have tested positive for COVID-19. The reporting tile is on the home page of [Mosaic](#).
3. Follow any other site-specific screening and reporting requirements.

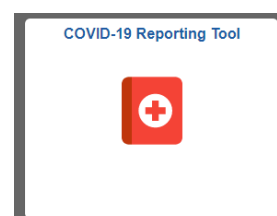


Probable or Confirmed COVID-19 Cases

This section sets out Faculty/Staff Responsibilities if any of the following apply:

- you have been referred for testing or advised to self-isolate;
- you have symptoms of COVID-19;
- you have tested positive for COVID-19;
- you have travelled from out of country within the last 14 days; or
- you have 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. Do not attend McMaster locations in-person.
 2. Report using the COVID-19 Reporting Tool in [Mosaic](#) when you are having symptoms of COVID-19 or have tested positive for COVID-19, or your self-assessment results recommend testing or self-isolation. The reporting tile is on the home page of [Mosaic](#).
 3. If you have not already done so, complete the [Ontario COVID-19 self-assessment tool](#). Follow the recommendations provided to you by the Ontario COVID-19 self-assessment tool or Public Health, and those of your health care provider.
 4. You will be contacted by McMaster's Occupational Health Nurse(s) to follow up on your notification and review dates of required self-isolation, return to work, any medical documentation required, medical leaves and accommodation needs.
- **If you have been working from home** and are feeling well enough, please continue to work from home. If you are not feeling well enough, advise your manager that you are ill, following departmental absence reporting.
 - **If you have been working on-site**, follow departmental absence reporting, and speak with your supervisor about the possibility of working from home or the leaves available to you.
 - **If you are onsite and feeling unwell**, immediately put on a mask if you are not already wearing one. Please notify your supervisor. You will be asked to follow up with your healthcare practitioner and/or complete the [Ontario COVID-19 self-assessment tool](#).



Return to the Workplace

This section sets out Faculty/Staff Responsibilities following a COVID-19 related absence:

1. In order to return to work following an absence that is related to COVID-19, clearance through the McMaster Occupational Health Nurse is required.
 2. Depending on the situation, individuals need to be asymptomatic and have completed the 14-day isolation period and/or had a negative test result.
 3. Submit medical documentation directly to the Occupational Health Nurse(s) via confidential fax: 905-528-0449.
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Notification

Will students, faculty or staff be notified by the university if they were on-site at the same time as a person with a confirmed case of COVID-19?

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.
