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.

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, 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 preliminary or confirmed positive COVID-19 test. See instructions below.

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

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, or
     - Only until October 17, 2021, have attended one of the Asymptomatic McMaster COVID-19 Onsite Testing Centres and received a negative testing result within the past 72 hours, and
     - Have completed McMaster COVID-19 Vaccination Training within 72 hours of attending a McMaster site on or after September 7, 2021.


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. 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, or those of your health care provider.

3. Follow your departmental absence reporting protocols and speak with your supervisor about the possibility of working from home or the leaves available to you.

4. Return to work in-person: If you did not test positive for COVID-19, you may return to work in-person after you complete the isolation period and testing recommended by the Ontario COVID-19 self-assessment tool or Public Health or your healthcare provider, and you no longer have a fever and symptoms are improving for at least 24 hours
If you test **preliminary positive** for COVID-19 at any time (Rapid Test):

If you attended one of the [Asymptomatic McMaster COVID-19 Onsite Testing Centres](#) and received a positive test result from your rapid antigen test (Rapid Test), this is considered a **preliminary positive** result and must be confirmed by a laboratory polymerase chain reaction (PCR) test within 24 hours.

1. Report your preliminary positive results using the COVID-19 Positive Case Reporting Tool in Mosaic. The reporting tile is on the Mosaic home page.
2. Follow your departmental absence reporting protocols and speak with your supervisor about the possibility of working from home or the leaves available to you.
3. Book an appointment and attend a Public Health Laboratory testing centre to obtain your follow-up polymerase chain reaction (PCR) test within 24 hours of receiving your preliminary positive test result. In Hamilton, you can [book a test online](#). Check your local Public Health’s website for community testing information.
4. You will be contacted by McMaster’s Occupational Health Nurse(s) to follow up on your report and review dates of required self-isolation, return to work, any medical documentation required, medical leaves and accommodation needs.
   - If required, medical documentation can be submitted directly to the Occupational Health Nurse(s) via confidential fax: 905-528-0449.
   - You can contact the Occupational Health Nurse at [occhealthnurse@mcmaster.ca](mailto:occhealthnurse@mcmaster.ca)
5. In order to return to work following a preliminary positive COVID-19 test, clearance through the McMaster Occupational Health Nurse is required.

If you test **confirmed positive** for COVID-19 at any time (PCR Test):

If you attended a Public Health Laboratory or other community-based testing centre and received a positive test result from your polymerase chain reaction (PCR) test, this is considered a confirmed positive result.

1. Report your confirmed positive results using the COVID-19 Positive Case Reporting Tool in Mosaic. The reporting tile is on the Mosaic home page.

   **IMPORTANT NOTE:** You do not need to complete this step if you reported a preliminary positive result, which has now become a confirmed positive.

*Updated as of September 7, 2021*
In this case, can contact the Occupational Health Nurse directly at occhealthnurse@mcmaster.ca to provide the update.

2. If you haven’t already done so, follow your departmental absence reporting protocols and speak with your supervisor about the possibility of working from home if you are feeling well enough or the leaves available to you.

3. You will be contacted by McMaster’s Occupational Health Nurse(s) to follow up on your report and review dates of required self-isolation, return to work, any medical documentation required, medical leaves and accommodation needs.
   - If required, medical documentation can be submitted directly to the Occupational Health Nurse(s) via confidential fax: 905-528-0449.
   - You can contact the Occupational Health Nurse at occhealthnurse@mcmaster.ca

4. In order to return to work following a confirmed positive COVID-19 test, clearance through the McMaster Occupational Health Nurse is required.

**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.