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 contact McMaster's Occupational Health Nurse (OHN) via email at occhealthnurse@mcmaster.ca 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.

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

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>Self-Assessment and Reporting</td>
<td>2</td>
</tr>
<tr>
<td>Probable or Confirmed COVID-19 Cases</td>
<td>3</td>
</tr>
<tr>
<td>Return to the Workplace</td>
<td>4</td>
</tr>
<tr>
<td>Notification</td>
<td>4</td>
</tr>
</tbody>
</table>
Self-Assessment and Reporting

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

1. Ensure that the Workplace COVID-19 Employee/Researcher Checklist has been completed. It includes the following:
   - Complete the COVID-19 Awareness Training before attending work in person the first time.
   - 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. Contact McMaster’s Occupational Health Nurse (OHN) via email at occhealthnurse@mcmaster.ca when your self-assessment results recommend testing or self-isolation. 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.

   NOTE: The OHN will store your personal information securely to ensure confidentiality. The OHN will share only relevant information with McMaster's COVID-19 Rapid Response Team for the purpose of enabling that team of university leaders to fulfil their responsibilities relating to the health and safety of the McMaster University community.

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. Contact McMaster’s Occupational Health Nurse (OHN) via email at occhealthnurse@mcmaster.ca and provide your:
   - Name
   - Email and phone number
   - Department/Faculty name
   - Results from the Ontario COVID-19 self-assessment tool or the FHS screening tool.

   **NOTE:** The OHN will only share relevant information with McMaster’s COVID-19 Rapid Response Team for the purpose of enabling that team of university leaders to fulfil their responsibilities relating to the health and safety of the McMaster University community (e.g., location for cleaning purposes).

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.

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 is experiencing medical symptoms, 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 when McMaster is advised of probable and confirmed cases.

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.