Purpose

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

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 receive a positive COVID-19 test. 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**: All individuals must complete the Ontario COVID-19 screening tool no more than 1 hour before coming to the University and contact (email, MS Teams, text message, phone call, etc.) their direct supervisor to advise them of their result (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 screening 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 (Coronavirus (COVID-19) self-assessment (ontario.ca). At St. Joseph’s Hospital Hamilton, the SJHH screening tool can be used by all McMaster personnel entering their sites.

2. **Reporting**: If you test positive for COVID-19 - complete the COVID-19 Reporting Tool in Mosaic. The reporting tile is on the home page of Mosaic. Additional instructions are outlined below.

3. Follow any other site-specific screening and reporting requirements.

Possible COVID-19 symptoms, travel, or isolation

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 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 and has COVID-19 symptoms
1. Do not attend McMaster locations in-person.

2. 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, or those of your health care provider

3. **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 positive for COVID-19 at any time:**

- Report using the COVID-19 Reporting Tool in Mosaic. The reporting tile is on the home page.
- 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.
- In order to return to work following a confirmed positive COVID-19 test, clearance through the McMaster Occupational Health Nurse is required.
- 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

- **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.
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](https://www24.health.gov.on.ca/wwn/yellowpages/1999/1999000043.html). 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.