

Step by Step Guide: Daily Check-In and COVID-19 Positive Case Reporting Requirements for *Students and Learners* Attending Placements, Labs, or Classes In-Person

Purpose

This document is provided to give instructions to Students and Learners attending placements, labs, or classes in-person about their Daily Check-In requirements and steps to take to report if they have tested positive (PCR or Rapid Antigen) for COVID-19.

Materials should be read in conjunction with the [Back to Mac](#) webpages.

Daily Check-In: MacCheck Digital Tool

This section sets out Student and Learner Responsibilities when attending placements, labs, or classes In-Person

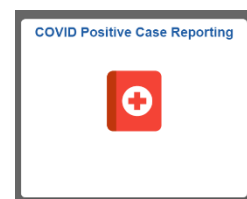
1. Complete the **Daily Check-In** using the [MacCheck Digital Tool](#) no more than 1 hour before coming to a McMaster University site to receive clearance to attend.
 - Additional requirements are listed below for students and learners at a host clinical or workplace-based placement site.
 - To receive 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 [COVID-19 Awareness Training](#) before attending placements, labs, or classes in person the first time. The COVID-19 Awareness training has been uploaded into [Avenue to Learn](#) for all active students.
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 the recommendations 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 any absence reporting protocols. If you are unable to attend a class, lab, tutorial related to your course(s) please inform your instructor. For missed work, the McMaster Student Absence Form MSAF can be submitted through Mosaic.
4. **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.
- **For students who live in residence:** contact your Residence Life Area Coordinator and follow all further instructions as part of your Residence Agreement.
- **For students who do not live in residence:** you must stay at home and self-isolate as directed by the Ontario COVID-19 self-assessment tool.

Return to in-person Learning:

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 in-person learning:

- 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 the screening or reporting required by their host hospital/agency for clinical settings).

Individuals do not need a negative COVID-19 test to return to in-person learning.

If you have questions, contact McMaster's Student wellness Centre at 905-525-9140 ext. 27700.

Learners in Clinical and Workplace-based Placements

Check-in/Screening: Learners participating in clinical or other workplace-based placements should complete the screening tool provided by the workplace or site and follow the guidelines with respect to in-person attendance.

- For learners who are attending placements, labs, or classes at a clinical or other workplace with an alternate screening tool in place, there is no need to also complete the MacCheck Digital Tool.

Positive COVID-19 Test (PCR or Rapid Antigen): learners need to report as per protocols at both their placement/host site **and** the COVID-19 positive case reporting tool in Mosaic (see above).

- Learners who are feeling well enough should work with their education program and/or placement/host site to determine if options are available to continue the placement

Return to Work/Placement: Learners should follow placement/host site guidelines for return to placement (when they exist):

- Learners need to be aware that placement organizations/sites may allow students to return to work/placement while continuing to require ongoing self-isolation in the community/home.
- Where no guidelines exist at the placement/host site, learners on placements should follow Public Health guidelines.
- If requested, Student Wellness Centre (SWC) will provide a letter indicating the learner cleared for return to placement/in person learning, in accordance with Public Health guidelines.
- The letter from SWC may be required for return to learning at a McMaster site, depending on program requirements.