

DRAFT- February 12, 2021

Forthcoming Communication

Subject: Subject: Updates - COVID-19 Protocol for Screening, Self-Disclosure and Incident Management. Action Required!

The health and safety of our community is our top priority at York University. To help limit the spread of COVID-19, we have updated the [COVID-19 Protocol for Screening, Self-Disclosure and Incident Management](#). This Protocol offers guidance and information on required York University screening practices, how to handle self-disclosure in the event of a positive test, and processes and responsibilities for those who become close contacts, symptomatic, or who test positive for COVID-19.

Full information and the Protocol can be found on the YU Better Together site under [What You Need to Know](#). Please share this information, along with the guidance below with faculty and staff:

- **Screening for Campus Access:** Managers are responsible for working with their area Health and Safety Officer (HSO) to determine the best approach to screening and for confirming that this has been done. Anyone coming to campus for any reason must complete the [screening checklist](#) before their visit. Managers must instruct staff/faculty/visitors to confirm whether they have answered 'no' to questions in the checklist and they are required to keep a record of their confirmations for 30 days. They can either keep a log for staff/faculty/visitors in their area or ask them to self-screen and submit their application through the [Campus Access Form](#). Those who answer "yes" to any of these questions are not to come on to any of York's campuses/locations. In this case, they will need to advise their manager of their absence and contact EWB@yorku.ca.
- **Attendance Reporting:** To support contact management efforts. Managers must keep track of the locations, including specific buildings and areas, dates and times, where staff and faculty have worked on campus. Reception records and sign in sheets must be kept up-to-date in the event that any visitors to an area need to be contacted. For more details on record keeping, see 'Attendance Reporting' in the [COVID-19 Protocol for Screening, Self-Disclosure and Incident Management](#).
- **Self-Disclosure:** All disclosures of COVID-19 symptoms and/or testing results and/or other personal health information will be kept **strictly confidential**. Staff or faculty members who test positive for COVID-19 do not have any obligation to report this information to their Manager, however, if staff/faculty are working on campus they are required to report any hazards that pose a risk to the health and safety of others in the workplace. Staff/faculty who are ill, are close contacts of a confirmed case or who have tested positive will be required to follow public health direction, including self-isolation, and are not come to our campuses until cleared by Employee Well-Being (EWB). Any questions about fitness to return to work should be directed to EWB's confidential email EWB@yorku.ca.
- **Incident Management:** The University will take strict precautions (universal practices) related to an incident involving any individual (e.g., staff/faculty, student, contractor, visitor). Should a staff or faculty member become ill while on site, their manager must notify EWB@yorku.ca and if they are a confirmed close contact of a confirmed case or if

they themselves test positive due to a workplace exposure, the workplace incident investigation and reporting process (WIR) is to be initiated and must be completed. In this case, EWB will initiate contact and case management.

- **Staff and Faculty Contact Management:** If you have symptoms, have been advised that you are a close contact of someone who has tested positive for COVID-19, or receive a positive test result, immediately contact Employee Well-Being (EWB@yorku.ca). EWB will contact you to provide assistance, assist in liaison with public health and initiate contact management, as required. EWB will continue to case manage all COVID-19 cases until staff/faculty are cleared to return to work/campus.
- **Notice of Information Collection:** York University processes information - including personal information recorded about identifiable individuals - under the authority of the [The York University Act, 1965](#). Information associated with this initiative is protected in accordance with the [Freedom of Information and Protection of Privacy Act](#), as well as [York University policies and guidelines](#). Additional authority to process information in support of the investigation of infectious disease is garnered through the [Ontario Health Protection and Promotion Act](#). General questions about Information and Privacy by the University should be directed to the Privacy Office at info.priv@yorku.ca.

We rely on each other to play an active role in reducing the spread of Covid-19 by following the [latest public health guidance](#), including requirements to self-isolate if you are sick, stay two metres apart, wear a mask or face covering in indoor spaces, wash your hands and self-monitor for symptoms.

Thank you for your cooperation.

Sincerely,