

# COVID-19 Protocol for Self Disclosure, Screening and Incident Management

## Introduction

This protocol provides information and guidance to students, staff, faculty and managers overseeing areas/teams with respect to self-disclosure of COVID-19, screening practices and incident management processes.

These practices are outlined in the e-learning module on the Self-Disclosure Protocol, available at: <https://www.youtube.com/watch?v=4Ft-aa9UDyE&feature=youtu.be>. Managers and individuals who work with vendors/contractors and/or individual requests to access the campuses/York locations are required complete this training.

Screening requirements will also be included in return to campus training, which all employees and faculty will be required to complete, available at <https://moodle.yorku.ca/moodle/course/view.php?id=182465>.

## Self-Disclosure

In response to any self-disclosure by staff, faculty, or students, regarding an illness (COVID-19 or otherwise), the following procedures apply:

1. All disclosures of COVID-19 symptoms and/or testing results and/or other personal health information will be treated as **strictly confidential**, with further details provided throughout this document.
2. Individuals who are experiencing COVID-19 symptoms or feeling ill in general are requested to not attend our campuses and contact Toronto Public Health (TPH), Ontario Telehealth, or their health care provider in order to receive the necessary next steps based on their individual condition. (As instructed on the [York COVID-19 website](#)).
3. If the situation warrants, TPH will reach out to York through Health Education & Promotion in the Division of Students and/or Health, Safety and Employee Well-being (HSEWB) for staff/faculty, with further direction. Such directions may include a request for information to enable TPH to complete their investigation. TPH will also provide necessary instructions directly to individuals if required (i.e. self-isolation, self-monitoring, etc.).
4. If TPH determines that there is a risk to the community, they will work with York directly through the designated department(s), including the release of any communications to the community. Community-based communications are recommended to only take place under the guidance of TPH. TPH has urged the university to refrain from independently communicating on cases.
5. If there is no assessed risk, TPH will not be in communication with York as per their [privacy protocols](#) set forth by the Personal Health Information Protection Act, 2004 (PHIPA).

6. All community members are responsible to keep up to date with government and public health advisories and community messages to ensure that they have the most current information.
7. Any record of disclosure should only be kept in the appropriate offices (e.g. Division of students/HSEWB and not circulated/shared elsewhere).

### **Staff and Faculty Disclosures**

- i. If a voluntary disclosure is made, the manager is to instruct the individual to follow the direction outlined above. Managers are to treat such disclosures strictly confidentially and advise the individual to stay home (or go home) and provide the necessary work accommodation provisions outlined in Community Updates on the York COVID-19 website (including [Community Update #11 or Senate Update \(23 March 2020\) regarding Medical Notes](#)).
- ii. Due to the sensitivity of information surrounding such disclosures, managers (including Faculty) are not to share the disclosure within their work areas (as directed in [Community Update #18](#)). Notifying other employees of self disclosures (or possible exposures) without the direction and guidance of TPH does not fall within York's scope of responsibility. Doing so can increase confusion, sharing of misinformation, the risk for misguidance, breach of privacy, and decreased levels of trust between York, health authorities and impacted individual(s).
- iii. Managers are required to provide necessary accommodations and/or direct employees to Health, Safety and Well-being (HSEWB) via email at [hsewb@yorku.ca](mailto:hsewb@yorku.ca) for further advice as it relates to workplace health, safety and accommodations.
- iv. Managers must play an active role in educating their departments on the steps to be taken and resources available to [prevent the spreading of COVID-19](#) (i.e. [stay home if you are sick and self-isolate](#), [physical distancing](#), [hand washing](#), and how to [self-monitor](#)).
- v. Due to the latency period of COVID-19, it is important for Managers to keep track of where employees have worked (i.e. in what buildings/areas on a given date). If an employee tests positive for COVID-19, the local public health unit will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Employers will track information and Public Health Units will respond. HSEWB may need to contact managers for this information to aid Public Health.

### **Student Disclosures**

- i. Any disclosure made to Faculty administrative staff or instructor is voluntary. If a voluntary disclosure is made, the student should be instructed to follow the direction outlined above. Such disclosures are to be treated strictly confidentially and the individual should be advised to stay in their residence or stay at home.

- ii. Disclosures are not to be circulated or shared. Public health will independently perform all necessary investigations and will provide direction to the University as they deem appropriate.
- iii. Faculty, administrative staff or instructor are required to provide the appropriate course information, health and wellness resources, and/or accommodation provisions as outlined in Community Updates on the York COVID-19 website (including [Community Update #11 or Senate Update \(23 March 2020\) regarding Medical Notes](#)).
- iv. Faculty administrative staff must play an active role in educating their students on steps to be taken and resources available to [prevent the spreading of COVID-19](#) (i.e. [stay home if you are sick and self-isolate](#), [physical distancing](#), [hand washing](#), and [self-monitor](#)).
- v. Due to the latency period of COVID-19, the Division of Students and Research/Faculties will track academic in-person activities such as in-class lectures, labs, and research activities (i.e. in what buildings/areas on what dates). This is so that York can assist Public Health units if a student tests positive for COVID-19, as the local public health unit may ask York to provide information on where the student attended class/lab etc. as well as the contact information of any others who may have been exposed. York will track information and Public Health Units will respond.

### **Additional Protocols for Live-In Community Members**

Students and residence staff who reside in undergraduate residence buildings have shared washrooms and therefore cannot completely self-isolate without additional services and supports. In these circumstances, York will facilitate the necessary supports and services to meet self-isolation requirements where they arise in such buildings.

#### **To that end, the following additional protocols are followed:**

1. Office of Student Community Relations ([OSCR](#)) is the point of contact for any live-in community members seeking to self-disclose COVID-19 or COVID-19-like symptoms. Individuals will also be advised to contact Telehealth or Toronto Public Health for instructions for next steps.
2. OSCR will provide a personal contact point and support to live-in community members in self-isolation. Access to this information will be limited to OSCR. Any action required to be taken will be provided to respective units on a need to know basis (i.e. food services, housing, custodial services, security) while limiting any personal information and health information shared.

### **Screening for Campus Access**

In order to protect York's community members from exposure to COVID-19, the University will be applying both passive and active screening processes. For example:

- **Passive screening:** includes notices and instructions on the website and posted signage.

- **Active screening:** is screening which is done through a form of outreach and includes communicating the screening requirements and screening checklist directly to individuals.

Additional information can be found at:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_primary\\_care\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_primary_care_guidance.pdf)

The following procedures apply to all York campuses and locations.

## 1. Notice on website(s)

York's website(s) will include a [notice to visitors](#) that they are not to attend our campuses/York locations if they fit any of the criteria listed in the Screening Checklist ([Appendix A](#)).

## 2. Door entrances

Campus entry points will have appropriate signage to reflect screening requirements for individuals to access campuses.

## 2. Students

### i. In-person activities

Students returning for in-person activities will not be permitted to attend campuses without passing the screening checklist on that day and each time they attend a campus or York location. The individual leading/organizing the activity must communicate the requirement to complete the screening checklist prior to any return of in-person activity.

### ii. Other access to campuses

Students attending campus who are not required to participate in in-person activities must complete the screening checklist ([Appendix A](#)). Student(s) answering "yes" to any of the questions must not visit our campuses until a later date. As outlined above, instructions for visitors are posted on York's website and signage will be posted in various locations across our campuses.

### iii. Students moving into residence

Students are to complete the screening checklist ([Appendix A](#)) prior to move-in for any appropriate arrangements to be made prior to entry to campus and/or for appropriate accommodations to be considered to maintain the health and safety of the live-in community members.

### iv. Tenants moving into York Apartments

Tenants scheduled to moving into the [York Apartments](#) will be provided the screening checklist in advance of the commencement of a lease agreement. Letters will be issued by Housing. If lease holders' answer "yes" to any of the questions, mutually agreed arrangements will be made to ensure the health and safety of community members.

## 3. Staff and Faculty

### i. In-person staff and faculty

The university's planning processes will identify staff and faculty who are required to attend campus (including on an intermittent or gradual basis). Individuals requiring attendance on

campus will be asked by their managers (or point person) to complete the screening checklist prior to their attending campus. The manager or point person for each department/faculty will include the screening checklist ([Appendix A](#)) in the communications to staff and faculty. The screening checklist must be completed each time staff and faculty attend a campus or York location. Staff and faculty will be advised that if they answer “yes” to any of the questions, they are not to attend any of our campuses/York locations on that day. In such cases, they are to remain at home and contact their manager for alternative work or other arrangements.

**ii. Access to campuses outside of in-person staff and faculty**

Each faculty/department’s return to campus plans include processes for visiting campus if necessary. When contacted by a staff/faculty member, the point person for each department/faculty (e.g. manager) will include in the communications the screening checklist ([Appendix A](#)). They will be advised that if they answer “yes” to any of the questions, they are not to attend any of our campuses.

**4. Visitors, Contractors and Delivery of Goods**

Campus access is strictly limited. Visitors, contractors and vendors who are permitted to attend York campuses will be notified of the requirement to complete York’s screening checklist ([Appendix A](#)) prior to attendance. Letters will be issued by affiliated department(s).

**Note**

- It’s important to note, screening will not require individuals to submit their checklist
- Personal information will not be collected with the tracking of screening answers; if any personal information, including health information, is voluntarily disclosed, it will be treated as confidential and may only be shared with HSEWB if necessary
- On site active screening measures outside of this protocol may will be considered only in select areas on an exception basis using a risk-based approach. Active screening measures would include non-intrusive, administrative measures, such as requesting the completion of a (non-medical) questionnaire.

**Incident Management**

**Campus Incidents**

With a focus on health and safety measures to prevent the spread of COVID-19 on campus and other York locations, the University will take strict precautions (universal practices) related to an incident involving any individual (e.g. staff, student, contractor, visitor). In this case, it means that an ill individual will be treated as potentially having COVID-19.

**If any individual is/becomes ill while in a York facility, the following steps will be taken:**

1. Confirm the well-being of the individual:
  - Keep a distance of 2 meters, if possible
  - Ask if the individual requires assistance. If so, call Security at ext. 53333
  - Consider the number of responders necessary
    - Do you need to be there?

- Is this respectful to the individual (e.g. privacy considerations)?
- 2. Contain/limit access to the area where possible.
- 3. Avoid direct contact with the individual (e.g. touching, standing close); stand beside the person, not across from them
- 4. Avoid passing items; if necessary, disinfect any objects passed between yourself and ill individual and avoid touching your face
- 5. Wash hands thoroughly afterwards
- 6. If any exposure to bodily fluids, wash exposed area(s) with soap and water, and launder your clothing when you get home. If your clothing is soiled, speak to your manager about what to do
- 7. Advise and follow the instructions of first responders on site (e.g. EMS, York Security) and, where applicable, Public Health
- 8. Contact Facilities Services to perform cleaning of the area

### **Staff and Faculty Incidents**

- Staff and faculty members should not, under any circumstances, attend campus or other York location where screening indicates otherwise; additionally, staff and faculty must always follow the direction of public health regarding self-isolation.
- Absence requirements have been modified due to COVID-19, as outlined on York's COVID site.
- Any staff/faculty member who attends campus with COVID-19 symptoms will be sent home immediately, advised to complete the [online self-assessment](#) or call either: Telehealth: 1-866-797-0000 and/or their primary care provider (for example, family physician). The Manager should make arrangements through Facilities Services to have their workstation/work area, including any shared equipment, cleaned.
- Where staff/faculty members test positive for COVID-19, there is no obligation to report this information to the employer.
- Due to the latency period of COVID-19, it is important to track where employees have worked. If an employee tests positive for COVID-19, the local public health unit will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. Employers will track information and Public Health Units will respond. Public Health will lead efforts to trace contacts with those who test positive; they may request from York information about the whereabouts of staff/faculty members during a particular day. Managers are expected to know who is on campus and their general whereabouts at a given time and may be required to provide this to HSEWB to assist Public Health's investigation.
- If a staff/faculty member tests positive and claims COVID-19 was acquired in the course of their duties, the incident investigation and reporting process is to be initiated, including WSIB reporting as required. As always, HSEWB is available to assist.

## **Live-in community Incidents**

- Students reporting to be symptomatic of COVID-19 related symptoms must be instructed to self-isolate in their room until supports have been activated.
- Office of Student Community Relations (OSCR) to be contacted for immediate student touch point to be completed for further assessment and direction.
- Screening to be conducted to assess presenting symptoms. If experiencing COVID-19 related symptoms, student is to be encouraged to contact Telehealth and/or public health for further direction.
- If student is not in a fully contained residence (single dwelling, private bathroom), OSCR is to arrange student relocation to designated self-isolation quarters using the SOP developed to observe all health and safety measures during relocation.
- Student must be masked during relocation.
- Applicable environmental cleaning and sanitation to be activated i.e. assigned washroom utilities, shared/common spaces.
- Food services, waste removal and if needed, laundry services to be activated while student is in self-isolation.
- If Telehealth and/or public health advises the student to be tested, coordination of transportation will be required if the individual does not have access to a private vehicle. Transportation protocol to be followed in this instance.
- Upon request, York will provide the necessary information to support and assist TPH's investigation and contact tracing efforts.

## Appendix A: COVID-19 Screening Checklist

This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

As you know, COVID-19 continues to evolve quickly. Given this situation, we are conducting passive screening for potential risks of COVID-19 with everyone entering the campus to ensure the safety and well-being of our community.

### Screening questions

1. Do you have any of the following symptoms:

- Fever (feeling hot to the touch, a temperature of 37.8 degrees Celsius/100.4 degrees Fahrenheit or higher)
- Chill
- New onset of cough
- Worsening chronic cough
- Croup (barking cough)
- Shortness of breath
- Difficulty breathing
- Difficulty swallowing
- Sore throat
- Headache that is unusual or long lasting
- Decrease or loss of sense of taste or smell
- Unexplained fatigue/malaise/muscle aches
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose/nasal congestion without other known cause
- Pink eye (conjunctivitis)
- Falling down often

Yes

No

2. Have you traveled outside Canada within the last 14 days?

Yes

No

3. Have you had close contact with a confirmed or probable COVID-19 case?

Yes

No

4. Have you been notified by Public Health that you have had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?

Yes

No

If you have answered YES to any one of the questions, you are not to attend any York campus/location.



If you have answered NO to all questions, you have passed the passive screening and can enter the campus/location. *Note: If you are observed displaying any Covid19 related symptoms after being granted access, you will be **required** to leave immediately.*

**While on campus, you are expected to:**

- **Maintain a physical distance of 2m (6 feet) from others,**
- **Practice frequent hand hygiene, and**
- **Practice respiratory etiquette by coughing and sneezing into your sleeve**

**Please continue to follow Government of Ontario and Toronto Public Health COVID-19 prevention measures. Thank you.**