

Step-by-Step Guide for Faculty and Staff during COVID-19

Purpose

This document is provided to guide **faculty and staff** with information about self-assessment, reporting and minimizing exposure to COVID-19. Materials should be read in conjunction with the [Working Onsite](#) and [HR COVID-19](#) webpages.

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Self-Assessment and Reporting

Faculty/Staff Responsibilities when attending McMaster Locations 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 McMaster locations 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
2. Contact McMaster's Occupational Health Nurse (OHN) via email at ochealthnurse@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, 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 COVID-19 Exposure or Confirmed Case

Faculty/Staff Responsibilities if you:

- have been referred for testing or advised to self-isolate
- have symptoms of COVID-19
- have tested positive for COVID-19
- have travelled from out of country within the last 14 days
- 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](#)

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. Follow the recommendations received from the Ontario COVID-19 self-assessment tool (e.g., testing, self-isolation) and your healthcare practitioner or Public Health (i.e., self-isolation, testing).
 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

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 someone is positive for COVID-19 and they were on-site at the same time?

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. This will be done even if the individual has not tested positive for COVID-19.

- All surfaces with which the individual has come into contact must be cleaned.
- Public areas where a symptomatic person has passed through and spent minimal time (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.
- A prompt and enhanced cleaning of the work area will be completed as soon possible when McMaster is advised of medical symptoms.

Note: the affected space (not the entire building) may need to be shut down for a period of time until cleaning is completed.

Should a member of the McMaster community test positive for COVID-19, 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 positive test results, 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.
