

Protocol for Self-Disclosure, Self-Assessment and Incident Management of Communicable Diseases

Introduction

This protocol provides important information and guidance to students, staff, faculty, instructors, other York community members and guests, regarding communicable disease-related self-disclosure, self-assessment and incident management processes. This document also applies to contractor/vendor and non-contractor guests where relevant.

For the purpose of this document, the term Manager: includes: ‘management supervisor’ for staff; and ‘academic administrator’ (e.g., Chair, Director, Office of the Dean and etc.) for faculty members, instructional and other academic employees; and anyone who has charge of a workplace, or authority over a worker as defined as a supervisor under the *Occupational Health and Safety Act*.

The term ‘university community members’ means all students, staff, faculty, instructors, volunteers, and members of the governing body of York University

University community members and guests to York’s campuses are required to follow public health and safety measures, where applicable, including what is outlined in this guideline.

Self-assessment for Campus Access

York University community members, contractors/vendors and guests should **not attend campus and/or leave campus immediately if feeling newly unwell or symptomatic**. The Ministry of Health (MOH)’s [self-assessment](#) remains available to assess self-isolation requirements and clearance status. Individuals who are directed to self-isolate are not to access our campuses, follow the direction provided by the MOH, and connect with their local public health unit and/or primary healthcare provider for further guidance or medical support. Students may email [Student Counseling, Health and Well-being](#) (schw@yorku.ca) for further information. Staff and faculty who are directed to self-isolate need to advise their manager of their absence (follow up regarding availability of remote work) and follow usual sick leave processes. Staff and faculty, and their managers, may email EWB at SFCCM@yorku.ca for further guidance.

Attendance Reporting

Regular attendance policies and reporting requirements must be followed, and if feeling unwell, individuals should not come to campus.

Self-Disclosure

In response to any self-disclosure by staff, faculty, students, contractors/vendors, and non-contractor guests, regarding an illness (COVID-19 or otherwise), the following procedures apply:

1. All disclosures regarding symptoms, testing results and/or other personal health information are **strictly confidential**, with further process details provided throughout this document.

Individuals who are symptomatic and/or complete the MOH self-assessment and are informed to self-isolate are not to attend campus or, if already on-campus, leave immediately. Employees (faculty and staff) must advise their manager of their absence. Community members are to follow the guidance provided by the Ministry of Health. Students may email schw@yorku.ca for further information. Staff/faculty may email SFCCM@yorku.ca for further information. Individuals who are informed to self-isolate are encouraged to contact their local Public Health unit (Toronto Public Health 416-338-7600), Health Connect Ontario (1 866-797-0007 or 811) and/or their primary healthcare provider, for further guidance and medical support.

2. All community members are expected to keep up to date with government and public health advisories and community messages to ensure that they have the most current information.
3. Any record of disclosure should only be kept in the appropriate offices (e.g., Student Counseling, Health and Well-being /Employee Well-Being) and not circulated/shared elsewhere.

Additional protocols must be followed by the parties below:

Staff, Faculty and Instructor Disclosure - Manager Responsibilities

- i. If a voluntary disclosure is made, the manager is to instruct the individual to follow the direction outlined in the Self-Disclosure section of this document.
- ii. Where staff/faculty members test positive for COVID-19, there is no obligation to report this information to the 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 (e.g., close contact exposure). Any questions about fitness to return to work should be directed to EWB's confidential screening email SFCCM@yorku.ca.
- iii. Due to the sensitivity of information surrounding such disclosures, Managers (including faculty) are not to share the disclosure within their work areas. Notifying other employees of self disclosures (or possible exposures) without the direction

and guidance of local public health units/ EWB, does not fall within a department's scope of responsibility.

- iv. Should an employee be able to continue working, Managers are responsible for advising them on the availability of and providing available accommodation (advice may be sought from EWB at sfccm@yorku.ca, if required).

Student Disclosure – Faculty, Administrative Staff, or Instructor Responsibilities

- i. Any disclosure made to faculty, staff, or instructor is voluntary. If a voluntary disclosure is made, the student should be instructed to follow the direction outlined in the Self-Disclosure section of this document.
- ii. Such disclosures are to be treated as strictly confidential and, should the individual be informed to self-isolate, they should be advised to stay in their residence or stay at home.
 - a. Self-isolate, if not already doing so and do not come to our campuses until public health clearance criteria is met.
 - b. Students also may contact their local public health unit, Health Connect and/or their primary healthcare provider for further guidance and medical support. Students may also email Student Counseling, Health and Well-being (SCHW@yorku.ca) for additional information.
- iii. Provide individuals with the appropriate course information, accommodation provisions, and health and wellness resources. Disclosures, and or personal health information are **not** to be circulated or shared.

Contractor/Vendor and Non-contractor Guest Disclosures

- i. If a Contractor/Vendor or Non-contractor Guest makes a disclosure, they should be directed to complete a self-assessment for guidance and not to attend campus until they successfully meet clearance criteria, as outlined by the Ministry of Health. Incident management protocols as outlined in the coming section will be followed as applicable to the circumstances.

Incident Management

Campus Incidents

With a focus on health and safety measures to prevent the spread of communicable diseases on campuses 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).

If any individual presents with new or worsening respiratory symptoms (unrelated to a known condition) while in a York facility, the following steps will be taken:

1. Confirm the well-being of any individual:

- If the individual is very ill and requires urgent care, call 911 and then call Security Services for assistance at ext. 33333 or directly at 416–736–5333.
- If they do not require urgent care, ensure they are properly wearing a well-fitted mask, direct them to complete the MOH self-assessment tool to ensure appropriate direction, and if informed to self-isolate, tell them to go home immediately.
- If the symptomatic individual cannot go home immediately, separate them from others by at least 2 metres until they can leave, and:
 - Ensure all appropriate incident management reports are completed accordingly.
 - Ensure individual(s) and staff attending to them to wear well-fitted masks properly.
 - If possible, open outside doors and windows to increase air circulation in the area.
 - Ask if the individual requires assistance. If so, call Security at ext. 33333 or directly at 416 -736-5333.
- Consider the number of responders necessary by asking:
 - Do you need to be there?
 - Is this respectful to the individual (e.g., privacy considerations)?
 - Follow the above steps if person cannot proceed home immediately.
- Avoid direct contact with the individual (e.g., touching, standing close), maintain physical distance (2 metres) where possible and if needed, stand beside the person, not across from them.
- Avoid passing items; if necessary, disinfect any objects passed between yourself and ill individual and avoid touching your face.
- Wash hands thoroughly afterwards.
- 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.
- Advise and follow the instructions of first responders on site (e.g., EMS, York Security Services) and, where applicable, Public Health.
- Contact Facilities Services at ext. 22401 to perform cleaning and disinfection of the area after individuals have left for academic buildings. For all other areas, continue to follow existing processes.

Additional Steps for On-Campus Exposure/Workplace Incidents:

- Should an employee become ill while on campus, they should complete [the MOH self-assessment tool](#) to reflect current symptoms, and they should leave campus immediately, if informed to self-isolate. In addition, for staff/faculty:
 - If a staff/faculty member tests positive for a communicable disease claims it was acquired in the course of their duties, the workplace incident investigation and

reporting process (WIR) is to be initiated, including WIR completion, if applicable at the time.

- HSEWB will complete further applicable reporting procedures to the applicable regulatory bodies ex. WSIB, Ministry of Labour, Skills, Training and Development (MLTSD).

Process for Residence Incidents:

- Students informed to self-isolate must follow direction provided, and self-isolate in their room until clearance criteria has been met. Students may refer to <https://students.yorku.ca/health/communicable-diseases/covid-19> for more information.
- Physical distancing (2 metres) should be maintained where possible.
- Applicable environmental cleaning and sanitation is to be activated (e.g., assigned washroom utilities, shared/common spaces.)

Additional Information

For further information regarding protocols and procedures at York, please visit York's Community health [COVID-19 page](#).