

Protocol – Communicable Disease

Self-Assessment and Sick Leave

Approving Authority: Vice-President Finance and Operations

Effective Date: August 2020

Updated: November 2023

Mandatory Review: January 2030

Purpose

1. In alignment with public health and sector-specific guidance, including the [Public Health Guidance for Post-Secondary Institutions](#) and [WorkSafeBC](#) requirements, universities have ongoing health and safety measures in place, a [communicable disease plan](#) and related policies to reduce the risk of COVID-19 transmission and other communicable diseases. Two of the core public health measures include:
 - 1.1. A daily self-administered health check for COVID-19 and other communicable disease symptoms by faculty, staff and students; and
 - 1.2. Implementing sick day policies that allow people to be off from work/school or to work/learn from home when they are ill or have symptoms of a cold, flu or COVID-19 or other communicable disease.
2. To guide employees and students through the process of completing the daily self-administered health check and any necessary subsequent steps depending on the results of their assessment, the Provincial Health Officer and the [BC Centre for Disease Control](#) developed the [COVID-19 Self-Assessment Tool](#), along with communicable disease guidance for employers from [WorkSafeBC](#).

Definitions

3. For the purposes of this protocol, the following definitions apply.

“communicable disease” means those illnesses that circulate in the community from time to time, and may be introduced into a workplace including COVID-19, norovirus and influenza.

“employee” means faculty, librarians, and staff.

Protocol

4. All students, faculty, librarians, staff and all other people, including grant-funded research assistants and post doctoral fellows, who attend campus or an off-campus facility or activity controlled, operated or organized by the university should assess themselves daily for symptoms of communicable disease, including COVID-19¹, prior to accessing the campus, property or activity. Self-reporting declarations may be authorized in some facilities when required by public health (e.g. healthcare practicums, health care clinics, etc.).
5. Except as provided in section 5.1 below, anyone with an illness or symptoms associated with a communicable disease, including COVID-19, should not attend campus or an off-campus facility or activity controlled, operated or organized by the university until their symptoms have resolved and they feel well enough to participate in regular activities. Employees and students may contact [HealthLink BC](#) (8-1-1) for additional medical advice.

¹ Information about COVID-19 symptoms, including what to do if one has symptoms, can be found on the BC Centre for Disease Control website at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

- 5.1. Students living in student housing with an illness or symptoms associated with a communicable disease, including COVID-19, should not participate in university activities until they feel well enough to do so.
6. Students may request an academic concession if their course requirements are affected by unexpected and unavoidable circumstances, or conflicting responsibilities. Consult with the Registrar's [website](#) for current guidance.
7. Employees who would normally attend campus but are absent due to symptoms or illness in accordance with this protocol are asked to contact their supervisor to report their absence from working on campus. Employees are not expected to work while ill but may discuss temporary remote work arrangements with their supervisor, if practical and symptoms are mild. Employees who are not able to temporarily work from home will be placed on a leave of absence while they are recovering from their symptoms or illness in accordance with the sick leave provisions of the applicable collective agreement or, applicable terms and conditions of employment, unless section 7.1 applies. Formal requests for accommodation will continue to be managed through the processes outlined in the applicable collective agreement, or university policy as appropriate.
- 7.1. If federal or provincial public health regulations require an employee, who is not sick, to isolate following a return from personal travel outside of Canada, the employee should review remote work options with their Chair or supervisor for the duration of the isolation period. If the employee's job is such that remote work is not possible, they will be required to use accumulated leave banks such as vacation, overtime, and CTO or take an unpaid leave of absence during the mandatory self-isolation period.
8. Medical notes will not normally be required for employees who are absent from campus due to illness or symptoms of communicable disease. The requirement for students to provide medical notes will be governed by Senate through the academic concession process in section 6.
9. To ensure that the campus community is aware of their rights and responsibilities under this protocol and to provide access to communicable disease information, the university will publish information about the protocol and other related information through the [UVic COVID-19](#) and [OHSE communicable disease](#) websites and may use other methods of communication to inform the campus community.
10. Those unsure of whether they should be tested or stay home and away from others are encouraged to use the BC COVID-19 self-assessment tool. The BC COVID-19 self-assessment tool is available online at: <https://covidcheck.gov.bc.ca>. Students and employees are also encouraged to contact their health care provider or call 8-1-1 at any time to talk to a nurse at [HealthLink BC](#), particularly if symptoms are worsening.

Resources:

BC COVID-19 Self-Assessment Tool

The [BC Covid-19 Self-Assessment Tool](#) is available for anyone that develops symptoms and can be used to help determine if you need further assessment or testing for COVID-19.

BC COVID-19 Hotline

The province of BC has also set up a dedicated COVID-19 hotline at 1-888-COVID19 or text 604-630-0300. The service is available daily from 7:30 a.m. to 8 p.m.

The BC Centre for Disease Control

Find information about COVID-19, how to protect yourself, your family and your community and what to do if you suspect you have the virus, including advice to stay home and away from others.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

University of Victoria COVID-19

The UVic COVID-19 website has been created to provide the university community with the most up-to-date information about COVID-19, including tips for staying healthy, information for travellers, and other resources for students, faculty, and staff. <https://www.uvic.ca/covid19/>

UVic Occupational Health, Safety and Environment (OHSE) website

OHSE is maintaining [communicable disease](#) resources for the campus community. Please check this site regularly for new health and safety information and resources, including the most current version of the UVic [Communicable Disease Prevention Plan](#).

University of Victoria Request for Academic Concession website

A student who is affected by illness, accident or family affliction should immediately consult with a health professional. In such cases, the student may apply for an academic concession. Information and resources are available at:

<https://www.uvic.ca/calendar/undergrad/index.php#/policy/BymcP73U9?bc=true&bcCurrent=12%20-%20Academic%20Concessions%20Guidelines&bcGroup=Undergraduate%20Academic%20Regulations&bclItemType=policies>

UVic International Students Travelling to Canada support website

The following site provides information for inbound international students:

<https://www.uvic.ca/international/inbound-students/travel-canada/index.php>

Public Health Guidance for Post-Secondary Institutions

This document outlines the current prevention measures recommended by public health for post-secondary institutions in B.C. to reduce the risk of communicable diseases, including COVID-19, on campus.

http://www.bccdc.ca/Health-Info-Site/Documents/communicable_disease/PSI%20Guidance%20-%20Final%20Sept282023.pdf

WorkSafe BC provides information for employers to develop a communicable disease plan. An effective plan includes ongoing measures to reduce the risk of communicable disease and additional measures to be implemented when required by Public Health. Health and safety information about COVID-19 and communicable disease in the workplace is published at: <https://www.worksafebc.com/en/covid-19>