

Protocol – COVID-19

Self-Assessment and Sick Leave

Approving Authority: Vice-President Finance and Operations

Effective Date: August 2020

Updated: May 2022

Mandatory Review: August 2022

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 resumed on-campus research, instruction and services while introducing and applying ongoing health and safety measures, a [communicable disease plan](#) and related policies to reduce the risk of COVID-19 transmission. Two of the core public health measures that have been implemented include:
 - 1.1. Facilitating the completion of a daily self-administered health assessment 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 assessment and any necessary subsequent steps depending on the results of their assessment, the Provincial Health Officer and the [BC Centre for Disease Control](#) have introduced 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.

“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 need attend campus or an off-campus facility or activity controlled, operated or organized by the university must assess themselves daily for COVID-19 symptoms¹ prior to accessing the campus, property or activity. Self-reporting declarations may be authorized in some facilities based on the risk presented or ongoing public health requirements (e.g. childcare facilities, healthcare practicums, health care clinics, etc.).
5. Except as provided in section 5.1 below, anyone with an illness or symptoms associated with COVID-19 must not attend campus or an off-campus facility or activity controlled, operated or organized by the university until they have consulted the COVID-19 Self-Assessment Tool to see if testing and/or self-isolation is required in accordance

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>

with guidance from the [BC Centre for Disease Control](#). Employees and students may contact [HealthLink BC](#) (8-1-1) for additional medical advice.

- 5.1. Students living in student housing with symptoms associated with COVID-19 must follow the current Residence Services COVID-19 guidance and advise Residence Services staff immediately in order to develop a self-isolation plan.
6. Students who are scheduled to attend campus but are absent due to symptoms or illness are asked to contact their instructor to report their absence and, if needed, may request academic concession due to missed classes or course requirements. To request an academic concession, please review the information on the Office of the Registrar's [website](#). For more information on student self-isolation procedures, students are encouraged to visit the BC Centre for Disease Control website at: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>. Students living in student housing can also refer to the COVID-19 [website](#) published by Residence Services.
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 and to discuss temporary remote work arrangements, if practical. 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, if eligible, in accordance with the provincial government's COVID-19 paid sick leave program, 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 an employee is self-isolating following a return from personal travel outside of Canada and is not able to work remotely, as determined by their supervisor, they will be required to use vacation or take an unpaid leave of absence during the self-isolation period.
8. Medical notes will not normally be required for employees who are absent from campus following the daily health self-assessment process. 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 COVID-19 self-assessment tools and information, the university will publish information about the protocol, self-assessment tools, and other related information through a variety of media, including but not limited to email, posters, websites, digital signs and social media.
10. Those unsure of whether they should be tested or self-isolate are encouraged to use the BC COVID-19 self-assessment tool. The BC COVID-19 self-assessment tool is available online at: <https://bc.thrive.health/>. Students and employees are also encouraged to call 8-1-1 at any time to talk to a nurse at [HealthLink BC](#), particularly if symptoms are worsening.
11. This protocol, as amended from time to time, is in effect for up to twelve months, beginning September 1, 2021, and may be subject to extension.

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. with information available in over 110 languages.

Collection Centres for Assessment and Testing

[Click here](#) for a list of collection centres in the province to find one near you. You can also call 8-1-1 to find the nearest centre.

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 self-isolation advice. <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 COVID-19 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 Safety Plan](#).

UVic Residence Services: Wellness During COVID-19

In collaboration with the UVic Student Wellness Centre, UVic Residence Services has published information and guidance for students living in student housing during COVID-19. Information is updated periodically and can be found here: <https://www.uvic.ca/residence/future-residents/covid19/index.php#covid>

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/registrar/students/appeals/acad-concession/index.php>

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/COVID_public_guidance/Public_Health_Guidance_Campus.pdf

WorkSafe BC

This guide provides information for employers to develop a communicable disease plan. An effective plan includes general measures to reduce the risk of communicable disease and additional measures for when there is an elevated risk of communicable disease. Health and safety information about COVID-19 and communicable disease in the workplace is published at: <https://www.worksafebc.com/en/covid-19>