Protocol – COVID-19
Self-Assessment and Self-Isolation

Approving Authority: Vice-President Finance and Operations
Effective Date: August 2020
Updated: September 2020
Mandatory Review: August 2021

Purpose

1. As part of B.C.’s Restart Plan, universities are able to increase on-campus research, instruction, and services in a gradual and controlled manner while introducing temporary health and safety measures and related policies to reduce the risk of COVID-19 transmission. Two of the core organizational measures universities must introduce to reduce transmission include:

1.1. Facilitating the daily self-assessment screening of faculty, staff, and students for COVID-19 symptoms; and

1.2. Implementing sick day policies that allow people to be off from work/school or to work/learn safely from home when they are ill or have symptoms of a cold, flu, or COVID-19.

2. To guide interim measures and policies, the Provincial Health Officer and the BC Centre for Disease Control have directed that people who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate in accordance with guidance from the BC Centre for Disease Control.

Definitions

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

“employee” means faculty, librarians, and staff.

Policy

4. All students, faculty, librarians, staff, and all other people, including grant-funded research assistants and post doctoral fellows, who need to attend campus or any UVic-owned or operated property must assess themselves daily for COVID-19 symptoms¹ prior to accessing university property. A university-approved Safe Work Plan may authorize the use of self-reporting declarations based on the risk presented, including contact intensity (e.g. childcare, healthcare practicums, physiotherapy clinics, certain lab environments, etc.).

5. Except as provided in section 5.1 below, anyone with symptoms associated with COVID-19, or who has travelled outside Canada in the last 14 days², or was identified as a close contact of a person with a confirmed case of

¹ Information about COVID19 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

² As of March 25, 2020 it is mandatory under the Quarantine Act for anyone arriving in British Columbia from outside of Canada to self isolate and monitor for symptoms for 14 days upon their arrival and complete/register a self-isolation plan. International students may be subject to specific requirements upon arrival to Canada and are strongly encouraged to review the IRCC website at: https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/students.html prior to departing their home country for the most up-to-date information.
COVID-19 must not attend campus or any UVic-owned or operated building and must self-isolate in accordance with guidance from the BC Centre for Disease Control.

5.1. Students living in student housing with symptoms associated with COVID-19, or who have travelled outside Canada in the last 14 days, or were identified as a close contact of a person with a confirmed case of COVID-19 must advise Residence Services staff immediately in order to develop a self-isolation plan.

6. Students who are scheduled to attend campus but are self-isolating in accordance with section 2 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 and send any new requests to studentsupport@uvic.ca. 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 Wellness During COVID-19 brochure published by Residence Services.

7. Employees who would normally attend campus but are self-isolating in accordance with section 2 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 work remotely during the self-isolation period will be placed on a leave of absence without loss of pay for scheduled shifts during the self-isolation period, unless section 7.1 applies. Paid sick leave benefits during the self-isolation period will be granted in accordance with the applicable collective agreement or any COVID-19 sick day agreement between the unions and the university. 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, 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 self-isolating following the daily self-assessment process. The requirement for students to provide medical notes will be governed by the academic concession process in section 6.

9. To ensure that the campus community is aware of their rights and responsibilities under this policy and to provide access to COVID-19 self-assessment tools and information, the university will publish information about the policy, self-assessment tools, and other related information through a variety of media, including but not limited to e-mail, posters, websites, digital signs, and social media.

10. Those unsure of whether they should 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 policy, as amended from time to time, will be in effect for up to twelve months, beginning August 14, 2020, 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](http://www.bccdc.ca/health-info/diseases-conditions/covid-19)

**University of Victoria COVID-19 website**
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 travelers, and other resources for students, faculty, and staff. [https://www.uvic.ca/covid-19/index.php](https://www.uvic.ca/covid-19/index.php)

**UVic Occupational Health, Safety and Environment (OHSE) website**
OHSE is publishing information on its website to support efforts to gradually resume on-campus activities, services and programs over the coming months. Please check this site regularly for new health and safety information and resources as it becomes available. [https://www.uvic.ca/ohse/covid19/index.php](https://www.uvic.ca/ohse/covid19/index.php)

**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/assets/docs/covid-brochure-final.pdf](https://www.uvic.ca/residence/assets/docs/covid-brochure-final.pdf)

**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](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](https://www.uvic.ca/international/inbound-students/travel-canada/index.php)
Go-Forward Guidelines for B.C.’s Post-Secondary Sector
These protocols provide guidance to post-secondary institutions for education, research and on-campus services. 
https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf

WorkSafe BC
WorkSafeBC is working to support the direction of public health agencies for slowing the progression of COVID-19 (coronavirus) by helping workplaces to take appropriate preventative measures. Health and safety information about COVID-19 and the workplace is published at: https://www.worksafebc.com/en/about-us/covid-19-updates