

From: Provost and Vice-President Academic

Sent: October 6, 2020 10:59 AM

Subject: Information about procedures for student disclosures of COVID or risk of COVID

To all instructors:

I am writing to provide you with guidance regarding procedures if a student informs you, as an instructor, that they have COVID-19 or are at risk of having contracted it. Thank you very much for all the ways you are going the extra mile to help students this semester.

If a student informs you, the instructor, that they have COVID-19 or are at risk of having contracted it:

- **Please contact your Dean and the COVID Case Response Team immediately for guidance about next steps.** You can also reach the COVID Case Response Team at 519-253-3000 ext. 2055.
- **Please do not distribute any information to others without guidance from your Dean** as it is critical that we protect the privacy of individual health information, adhere to all applicable health guidelines, and undertake institutionally established and coordinated protocols efficiently. Communications will be handled centrally in coordination with your Dean.

YOUR first steps as an instructor:

1. Advise the student to stay in residence or stay home and refer them to appropriate [health and wellness resources](#).
2. Make sure you have **the student's full name, their faculty, and updated contact information**.
3. Determine **whether the student has contacted their local health authority** for medical support.
 - **If they have not:** Advise the student to contact their local health authority if they have travelled outside of Canada, had contact with a recent traveller (returned in the last 14 days) or close contact with a confirmed or probable case of COVID-19. Otherwise, advise the student to contact their health care provider.
 - **If they have:** Record the name of the health authority helping the student and the date of disclosure.
4. Explain to the student that you will communicate about the situation with the Dean of their Faculty and the COVID case response team on campus, and that this team will follow up directly. Students can expect questions about their campus activities, how long they have had symptoms, and the parts of campus they recently visited. If the student refuses to share any further information, you must respect that decision, but should still inform the Dean that there is a case or suspected case in the relevant area (course, lab, etc.) .
5. Email the contact information and health authority contact information you have collected to their Dean and the COVID Case Response Team. **Please note that student employees you supervise fall under the regulations for employee COVID exposure**, found [here](#).
6. The Windsor Essex County Health Unit and/or the University's COVID Case Response Team may be in touch with you with further questions or information about how to proceed. They will confirm they have received your message.
7. If you feel that you are at risk of having COVID, please contact your dean, health care provider or public health unit. Make a plan with them for any required academic accommodations related to quarantine or illness.
8. Keep in mind that a requirement to be in quarantine is NOT the same thing as a confirmed case of COVID-19.

- With the exception of students in Law (both JD and dual JD) and in Nursing, where students should check with the Faculty for their protocols, students can use the **illness self-report module** to seek academic accommodation for medical reasons as they have done since May, and are not required to submit a medical note. This information will be transmitted regularly to AAUs. The self-report panel also includes guidance regarding the reporting of COVID cases, as opposed to requests for academic accommodations. More information about student self-report of illness can be found [here](#).

Please feel free to contact us if you have any questions.

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