

Instructions

It is important that you are aware and understand the Québec public health directives regarding COVID-19. Please read the information provided in the link below to be familiar with the latest information.

Québec Government: <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus>

Having symptoms and testing positive to COVID-19

When exhibiting [COVID-19 symptoms](#) as per public health recommendations, [a rapid test should be performed](#) to confirm if you have COVID-19. It is to be noted that if you had COVID-19 [in the past two months](#), self-isolation is not required.

If the result of the test is positive, one of the following two (2) options apply:

1. If your medical condition, associated symptoms and necessity to self-isolate prevent you from performing the normal duties of your position while in isolation, you must complete a Confirmation of Illness form (COI) to justify your absence from work and, for eligible employees, claim Short-term disability leave (STD) (see procedure below), or:
2. If your medical condition, associated symptoms and necessity to self-isolate do not prevent you from performing the normal duties of your position and it is determined, after discussion with your supervisor, that remote work is possible, no documentation is required or needs to be submitted to Disability management. The duration of the self-isolation period will be as described below.

If the test result is negative, you should follow the directives regarding [rapid testing](#) given by the Québec government, namely a second test should be performed 24 to 36 hours later while remaining in isolation. The absence will be coded and paid with sick days as per labour standards or two (2) Paid Incidental illness days (PIs) as per the collective agreements and policies, if remote work is not possible. If the second test is negative, you may resume your usual activities.

How to calculate the days to determine a self-isolation period

As per the current public health guidelines, a person with symptoms and a positive test result must self-isolate for five (5) calendar days from the onset of symptoms or positive test. For example, if the symptoms started on September 1, you must self-isolate from September 1 to 5 inclusive. If you feel better and have no fever, you can resume work on campus on September 6.

As per the current government guidelines, isolation [can last up to ten \(10\) calendar days](#). This is also the case for unvaccinated or immunocompromised people. After the ten (10) day self-isolation period is reached, you can resume your in-person activities (it is not necessary to submit a negative test result to resume your activities on Campus).

Documentation required to justify an absence from work while self-isolating

The completion of the COI form is required to justify an absence from work due to COVID-19 and until further notice, this form replaces the medical certificate or the Attending Physician Statement (APS) required to justify a leave of absence or be eligible for STD. Therefore, the following information is required for employees who exhibit symptoms and test positive for COVID-19 and are not able to work remotely during the self-isolation period:

In lieu of a detailed medical certificate:

- i. Complete the COI form, answer all questions and provide an email address for ease of communication, and;
- ii. Provide a picture of the positive rapid test result next to your McGill ID card.

Submit the form and picture of the test result to your supervisor, HR Advisor or disability.hr@mcgill.ca (as per your preference) within forty-eight (48) hours of the onset of symptoms or positive test result to justify your absence from work.

Providing incomplete information or not submitting the required documents within forty-eight (48) hours of the start of the absence from work may result in the denial of the STD claim for eligible employees.

Disability management

Upon receipt of the required documentation, Disability management will approve an STD leave of five (5) calendar days. For eligible employees, two (2) PIs will be deducted at the onset of the leave. After five (5) days of absence, you will be considered fit to return to work.

Should you be unable to return to work on day six (6) due to persistent COVID-19 symptoms, it will be your responsibility to communicate with your supervisor, HR Advisor or, for employees eligible for STD leave, Disability Management, to request an extension of the leave up to a maximum of ten (10) calendar days. Disability management will communicate with you to request additional information in order to approve an extended leave.

Should you be unable to return to work at day eleven (11) due to persistent COVID-19 symptoms, a medical certificate or APS will be required to justify the absence from work and, for eligible employees, continuation of STD leave.

Should you have any question regarding the completion of this form, do not hesitate to contact your local HR Advisor or [Disability management](#).



Confirmation of Illness Form (COI)

Please complete this form if your absence is due to COVID-19 symptoms or if you have tested positive to COVID-19.

Should you believe that you need medical assistance, please do not hesitate to seek medical advice. In recognition of the pressure on our medical clinics and hospitals, we will not, at the outset of your absence, require a medical certificate or Attending Physician's Statement if your absence is due to COVID-19 or COVID-19 symptoms. However, an Attending Physician Statement (APS) may be required at any time during your absence due to COVID-19.

In lieu of a detailed medical certificate, and in order to determine the duration of the self-isolation period, and for eligible employees, eligibility to Short-term disability leave, we require information regarding your symptoms, your vaccinal status, if you have been infected with COVID-19 in the previous months and the result of your more recent COVID-19 test. Accordingly, please complete and sign this form and return it to disability.hr@mcgill.ca

Identification

Name: _____ ID: _____

Email address: _____ Faculty/department: _____

Self-isolation instructions Source: Quebec Government (September 12, 2022).

If you have a fever, whatever the cause, you must self-isolate for twenty-four (24) hours until the fever subsides. If you have other COVID-19 symptoms and you have had COVID-19 in the past two (2) months, self-isolation is not required. Until the symptoms have resolved, it is highly recommended that you wear a mask during any social interaction and avoid contact with vulnerable people.

If you have COVID-19, **you must self-isolate for at least five (5) days**. The period of self-isolation starts with the onset of symptoms or, in the absence of symptoms, the date when the positive test was taken. After five (5) days, if your symptoms improve and you have not had a fever for twenty-four (24) hours, without taking medication for fever, you may resume your essential activities while respecting certain instructions.

Unvaccinated people must obtain a negative test result before resuming their activities after the five (5) days of self-isolation period. If the result is positive, you must continue to self-isolate.

During the next few days (generally five (5) days) the following measures should be followed: wear a mask during any social interaction, avoid contact with vulnerable people, avoid participating in non-essential social events, keep a distance of two (2) meters from other people.

After ten (10) days, you may resume your activities as usual while taking steps to limit the spread of the virus.

For immunocompromised people, the self-isolation period is ten (10) days. After these ten (10) days, if your symptoms improve and you have not had a fever in the past twenty-four (24) hours, without taking medication for a fever, you can resume your activities. Please advise Disability management if you are in this situation so that we can let you know the information required to document your claim.

These self-isolation instructions also apply to people who present COVID-19 symptoms and have not done a screening test.

Questionnaire (to be completed by the employee)

1. Date the symptoms first appeared: _____

2. Please indicate the symptoms associated with your illness:

Fever	<input type="checkbox"/>	Please indicate any other symptoms you may have: _____ _____
Cough	<input type="checkbox"/>	
Shortness of breath	<input type="checkbox"/>	

3. As indicated above, the duration of the self-isolation period will depend on your symptoms, vaccination status as well as if you have been infected with COVID-19 in the prior months. Please answer the questions below. This information will help us manage your claim and will remain confidential.

Vaccinal Status

- I am fully vaccinated against COVID-19 (two (2) doses)
- I am not fully vaccinated against COVID-19

Prior Infection

- I have been infected with COVID-19 in the last two (2) months
- I have not had COVID-19 in the last two (2) months

4. Did you undergo a test for COVID-19? Yes No

If so, please specify what type of test: PCR Rapid test

What was the result? Positive Negative

5. Date the self-isolation period started: _____

6. Expected end of self-isolation: _____

7. Please provide the date you were first absent from work: _____

Should you be disabled from working after ten (10) days of self-isolation, a completed APS or detailed medical certificate will be required to document your absence and for eligible employees, extend your STD leave.

I certify that the information provided in this form is true and complete and, for eligible employees, understand that further information may be required to validate my Short-term disability claim.

Employee's signature

Phone number

Date