



UNIVERSITY OF  
**TORONTO**  
SCARBOROUGH

Office of the Vice-Principal Academic and Dean

March 22, 2020

Dear Chairs and Directors,

Thank you for continued good work in supporting faculty, staff, and students. If you are feeling overwhelmed, let me know, the Dean's Office is ready to support you.

I am writing to you to remind you of what to do if faculty, staff, or students disclose health information to you. There has been central messaging on this but given the volume of communications in recent days these may not be readily at hand.

First, if a faculty, staff, or student disclose they have tested positive for COVID-19, the individual should immediately disclose this to the U of T Occupational Health Nurse at [ehs.occhealth@utoronto.ca](mailto:ehs.occhealth@utoronto.ca), as indicated in the [PDAD&C memo #53](#). The Occupational Health and Safety Team will follow up with the appropriate next steps. Environmental Health and Safety, in compliance with directives from public health authorities, or those authorities themselves will notify those who may need to take further action.

Although individuals may disclose their condition to others, you are to keep this information confidential. To quote directly from the memo, **“Managers, Chairs, and Unit Heads should NOT send any messaging directly to faculty, staff, or others about suspected or confirmed cases.”**

Second, for those who are symptomatic or need, for any reason, to go into 14-day self-isolation, please refer to [the University's Coronavirus Webpage](#) for guidance.

In addition, these individuals should fill out the [Appointed Faculty, Librarian & Staff Employee Absence Self-Declaration Form](#).

If you have any questions or need advice about a particular circumstance, please do not hesitate to contact me ([william.gough@utoronto.ca](mailto:william.gough@utoronto.ca), 416-347-6531) at any time.

Yours sincerely,

William A. Gough  
Vice-Principal Academic & Dean  
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