

Due to the current COVID-19 situation we recognize there may be delays and difficulties in obtaining a Vulnerable Sector Check (VSC) as well as submitting the original copy of your VSC to the FHS Professionalism Office. As a temporary measure, the following process will be implemented:

- 1. If you have already obtained your new VSC:** please mail it to the FHS Professionalism Office and we will send you a confirmation email once received. If you do not think it will reach us before your current one expires you may submit a pdf copy as a temporary measure until we receive your original (see below).
- 2. If you have requested your new VSC from Police Services but have not received it yet:** please let us know when you requested it (email fhsprof@mcmaster.ca and include request receipt); once received please send in as per #1 above.
- 3. If your Police Services is not currently accepting VSC requests or you have to collect it in person:** please let us know you are unable to request/collect a VSC (email fhsprof@mcmaster.ca) and we will advise on next steps once regular services resume. Note: this may involve a notarized affidavit as a temporary measure to meet university and placement site requirements. We ask you to periodically check with your Police Services so you can request your VSC at the earliest possible date and when it is safe to do so.

To send in your VSC:

- mail your original copy (with a self-addressed stamped envelope if you need it returned) to FHS Professionalism Office, McMaster University, 1280 Main St. West MDCL3514, Hamilton Ontario L8S 4K1
- if sending a pdf copy via email (please password protect and send a separate email providing the password); OR
- via Sharefile (<https://fhs.mcmaster.ca/healthscreening/formsandsubmission.html>) similar to uploading health screening documentation

**** This is a temporary measure, once the university returns to regular operations, we will expect all electronic submissions to be replaced with an original copy of your VSC****

As always, if specific forms are required by your Police Services please email fhsprof@mcmaster.ca with your request and we will send you the required documentation.

Since COVID-19 protocols are being updated and adjusted on a daily basis, we will continually monitor the situation and should we need to make additional changes they will be communicated as quickly as possible.

If you have any questions or concerns please do not hesitate to contact us at fhsprof@mcmaster.ca.