

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 and have already mailed it in:** we will send you a confirmation email once received.
- 2. If you have already obtained your new VSC and have NOT mailed it in:** please send in as per instructions below then mail the original in to the FHS Professionalism Office.
- 3. 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 instructions below.
- 4. If you have not requested your new VSC and you can request it online or mail in the forms:** please request your VSC then let us know when you requested it (email fhsprof@mcmaster.ca and include request receipt or date mailed); once received please send in as per instructions below then mail the original in to the FHS Professionalism Office.
- 5. If you have not requested your new VSC and you must go in person:** please let us know you are unable to request 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:

- 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
- via fax at 905-528-4348

**** This is a temporary measure, once the university returns to regular operations, we will expect all electronic and fax 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.