

## SCREENING PROTOCOL

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### PURPOSE

The following protocol describes the requirement to undergo both passive and active screenings for anyone entering any Community Living Toronto (CLTO) location. A record of the visit and confirmation of completion of the active screening will be documented by the person conducting the screening on the Visitor Log. Please note that Visitor Logs may be required for contact tracking when there is a suspected, probable or confirmed COVID-19 case. Screeners are required to wear a face shield along with a mask during the screening process. In addition, anyone entering the building will be provided with a mask that must be worn for the duration of their stay or shift. Staff entering Regional Offices and Head Office will be required to wear a mask during their visit in situations where they are unable to maintain physical distance of (2) meters from others.

### RESPONSIBILITIES

Workers identified as shift charge or designate as determined by the location.

### SCOPE

Anyone entering any CLTO location.

### EXCLUSIONS

None

### TOP LEVEL PROTOCOL

- **Passive screening**  
A poster from the Ministry of Health is posted at every entrance to CLTO sites across the organization. Everyone is expected to read the poster before entering. Anyone experiencing one or more symptoms consistent with COVID-19 based on the [COVID-19 Reference Document for Symptoms](#) by the Ministry of Health is asked to refrain from visiting all Community Living Toronto locations.
- **Active screening**  
Beyond passive screening, CLTO has active screening measures in place at all CLTO sites across the organization including community-based residential sites. Anyone entering these sites will provide the requested information, which will be verified as provided on the Visitor Log, or when available, on the digital questionnaire. This information will be in the form of a series of questions asked directly by the staff responsible for active screening or on an electronic device. Screeners will be wearing a a mask during the active screening process and face shield if physical distance of 2 meters cannot be maintained. . The active screening questions will inquire as to whether the visitor/staff is experiencing symptoms consistent with COVID-19 or having had close contact with a probable or confirmed COVID-19 case. For staff, temperature checks will be done within the first and last hour of their shift and recorded on the Body Temperature Record. A reading of 37.8°C or above will require staff to notify their supervisor immediately.

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1. The latest case definition for screening is available on the MOH COVID-19 website. [2019\\_case\\_definition.pdf](#)
2. All sites including Regional Offices and community-based residential sites must undertake active screening. All visits and non-essential access are subject to current policies, protocols and directives.
3. A poster from the Ministry of Health is posted at every entrance to CLTO sites across the organization.
4. The person conducting screening should ideally be behind a barrier to protect from droplet/contact spread. Options include spatial separation two (2) meters, a physical barrier (sneeze guard or plexiglass enclosure) and/or personal protective equipment (PPE) (gloves, gown, mask and goggles). If spatial separation of two (2) meters cannot be maintained i.e. when performing the temperature scan, the screener must wear a face shield along with a mask.

All persons should be aware of early signs and symptoms of acute respiratory infection (such as fever, cough or shortness of breath). Any staff with symptoms of an acute respiratory infection and/or symptoms consistent with COVID19 **must not** come to work and must report their symptoms to their healthcare professional or Telehealth (1-866-797-0000) or Public Health at 311 or 416-338-7600. Please refer to directives [COVID-19 Reference Document for Symptoms](#)

### PROTOCOL DETAILS

STEP	ACTION	BY WHOM
1	Anyone entering a CLTO location including staff must complete pre-screening including a temperature check before visiting or reporting to work. If the individual has an elevated temperature of 37.8°C or greater, and/or is experiencing any symptoms consistent with COVID-19, they must delay their visit. Staff must notify their supervisor.	
2	An active screening of anyone coming into any CLTO location will be conducted before entering the location. Active screening is also encouraged in advance of anyone coming into a location, where possible. A Visitor Log or digital questionnaire will be used to document that the required information for all individuals seeking entry to the location has been obtained. A surgical/procedural mask will be provided to anyone entering the location to be worn for the duration of their stay or shift. This is the only acceptable mask to worn while at work. Screeners <u>must wear a mask. If physical distance of 2 meters cannot be maintained, screeners must also wear a face shield.</u>	Entrant/ Shift charge as identified on each shift or designate

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3	<p>The Entrant fills out a digital questionnaire or may be asked questions directly by another person. Upon completion of the digital questionnaire, the Screener sees whether the Entrant has passed or failed but will not see the answers provided. These questions provide basic information only. It is not intended to take the place of medical advice, diagnosis, or treatment. Information recorded on the Visitor Log only confirms that the screening procedures were conducted and the outcome (entry permitted/denied and if denied, the reason for this).</p>	Entrant/ Shift charge as identified on each shift or designate
4	<p><u>Staff must have their temperature checked within the first and last hour of their shift and recorded on the Body Temperature Record. If their temperature is equal to or greater than 37.8°C, they should notify their immediate supervisor, complete the Ministry of Health online self-assessment and follow the instructions. Any staff with a temperature equal to or greater than 37.8°C must leave the workplace.</u></p>	Shift charge as identified on each shift or designate
5	<p>If the person seeking entry fails the screening process, they will not be permitted entry that day.</p>	Shift charge as identified on each shift or designate
6	<p>The Screener will record the name and reason for the denial of entry of an Entrant in the Visitor Log (i.e., symptomatic or fever).</p> <p>The Screener will notify the Screener's supervisor of any staff member denied entry through the screening process, as well as the reasons for denial of entry no later than at the end of the Screener's shift during which the denial occurred.</p> <p>If the person refuses to answer any of the questions, then they have failed the screening. Directions under the positive screening section below must be followed.</p> <p>If the person being screened is an individual in service who resides in that location and fails the screening, refer to the "Response Guide Covid-19 - Symptomatic Individuals and Staff at CLTO".</p>	Shift charge as identified on each shift or designate

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### POSITIVE SCREENING: WHAT TO DO?

The staff responsible for conducting the active screening will complete the “Visitors Log”, by asking each of the active screening questions below. Should any of the questions be answered as “yes” instructions are provided and must be followed.

**1. Do you have any of the following new or worsening symptoms or signs?**

- New or worsening cough
- Shortness of breath
- Sore throat
- Runny nose, or nasal congestion (in absence of underlying reason for these symptoms such as seasonal allergies and postnasal drip.
- Hoarse voice
- Difficulty swallowing
- New smell or taste disorder(s)
- Nausea/vomiting, diarrhea, abdominal pain
- Unexplained fatigue/malaise
- Chills
- Headache

If yes to any: please delay entering, complete the Ministry of Health online self-assessment and follow the instructions.

If yes to any and you are a CLTO staff: please delay entering, notify their immediate supervisor, complete the Ministry of Health online self-assessment and follow the instructions.

**2. Have you traveled outside of Ontario or had close contact with anyone that has travelled outside of Canada in the past 14 days?**

If yes, please delay entering complete the Ministry of Health online self-assessment and follow the instructions.

If yes and you are a CLTO staff, you must self-isolate at work and notify your immediate supervisor.

**3. Do you have a fever (temperature of 37.8 °C or greater)?**

If yes, please delay entering, complete the Ministry of Health online self-assessment and follow the instructions.

If yes and you are CLTO staff, notify your immediate supervisor, complete the Ministry of Health online self-assessment and follow the instructions.

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4. **Have you recently (within the last 14 days) worked in a location that is currently experiencing an outbreak where you've been asked to self-isolate while at work?**

If yes, please delay entering.

~~If yes and you are a CLTO staff, please delay entering and notify your immediate supervisor.~~

5. **Have you been in close contact with a probable or confirmed case of COVID-19?**

For visitors, if yes but you do not have a fever, you should self-monitor for symptoms. Please delay entering.

If yes and you are a ~~healthcare professional, CLTO staff~~ or agency staff, go to question 7.

6. **Have you been in close contact with a person with acute respiratory illness (fever/cough) and in whom laboratory diagnosis of COVID-19 is not available, inconclusive or negative?**

For visitors, if yes but you do not have a fever, you should self-monitor for symptoms. Please delay entering.

If yes and you are a ~~healthcare professional, CLTO staff~~ or agency staff, go to question 7.

7. **For ~~healthcare professional/agency staff or CLTO staff~~: Did you wear the required and/or recommended PPE according to the type of duties you were performing (e.g., goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs)) when you had close contact with an individual who has an acute respiratory illness, or a suspected or confirmed case of COVID-19?**

If yes but you do not have a fever, you should self-monitor for symptoms and are required re-screening at the end of the day/shift or when leaving the home.

~~If no and you are CLTO staff, you must self-isolate at work, notify your immediate supervisor AND contact your health care provider, or Telehealth Ontario (1-866-797-0000)~~

~~If no and you are a healthcare professional or agency staff, please delay entering.~~

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*Should an individual in service that resides at the home with other individuals fail the screening, separate the individual showing symptoms from others. The individual should be encouraged to wear a mask. Staff will use the appropriate level of precautions and follow the steps outlined in the Response Guide COVID-19 Symptomatic Individuals and Staff at Community Living Toronto.*

### **VISITOR LOG PROCESS**

#### **Residential Locations:**

- The assigned Screener will record daily the names and reason for the denial of entry of Entrants in the Visitor Log
- At the end of the shift, the overnight awake shift lead will close any open items in the visitor log, including their exit time
- The overnight awake shift lead will scan the Visitor Log and forward by e-mail to their respective regional Administrative Assistant
- The overnight awake shift lead will place the paper copy in a secure location before leaving
- The Administrative Assistant will verify that the copy is legible and inform the location supervisor accordingly
- The Administrative Assistant will file the digital copy for future retrieval
- The location supervisor will safely destroy or resubmit the Visitor Log on confirmation up by the Administrative Assistant that the digital version is legible and uploaded

#### **CLTO Offices:**

- The assigned Screener will record daily the names and reason for the denial of entry of Entrants in the Visitor Log
- At the beginning of the next work day, the assigned Screener will close any open items in the Visitor Log from the previous day and then scan the Log to the designated file on SharePoint for future retrieval.
- Upon verification that the digital version is legible and uploaded, the assigned Screener will safely destroy the paper copy of the Visitor Log

### **STAFF TEMPERATURE CHECK**

- The overnight awake shift lead will scan the Body Temperature Record and forward by e-mail to their respective regional Administrative Assistant
- The overnight awake shift lead will place the paper copy in a secure location before leaving
- The Administrative Assistant will verify that the copy is legible and inform the location supervisor accordingly
- The Administrative Assistant will file the digital copy for future retrieval

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- The location supervisor will safely destroy or resubmit the Body Temperature Record on confirmation up by the Administrative Assistant that the digital version is legible and uploaded

### **Related Documentation**

[Active Screening Questionnaire](#)

[Response Guide Covid-19 Symptomatic Individuals and Staff at CLTO](#)

[Visitors Log](#)

[Family Visits Directive](#)

[COVID-19 Reference Document for Symptoms](#)

[Poster from Ministry of Health](#)

[Ministry of Health Online Self-Assessment](#)

[Body Temperature Record](#)

[How to Self-Isolate While Working](#)

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