

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 Staff and Essential Visitor Log. The Staff and Essential Visitor Log will 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 and face shield or goggles during their visit.

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 Screening Tool for Workplaces (Businesses and Organizations) by the Ministry of Health is asked to refrain from visiting all Community Living Toronto locations.

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](#)

- 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 Staff and Essential 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 mask and a face shield during the active screening process. 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. **Taking temperature as part of screening is not required as part of active screening.**

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.

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 must wear a mask and a face shield, and if possible, be behind a barrier to protect from droplet/contact spread. Screeners should also try to maintain a distance of 2 metres from the person being screened,

PROTOCOL DETAILS

Taking temperature as part of screening is not required as part of active screening.

STEP	ACTION	BY WHOM
1	<p>Anyone entering a CLTO location including staff must <u>self-monitor for symptoms including fever and chills, before, during and after visits prior to entry.</u> For staff, <u>as part of ongoing self-monitoring staff are required to report an elevated temperature of 37.8 or other symptoms to their supervisor/manager.</u> <u>Anyone who 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. All essential visitors must pre-schedule their visit with a CLTO</u></p>	

SCREENING PROTOCOL

	<u>supervisor/manager and receive and acknowledge the Essential Visitors Guidelines. The Guidelines identify that individuals exhibiting symptoms will be delayed entry.</u>	
2	An active screening of anyone coming into any CLTO location will be conducted before entering the location. 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.	Entrant/ Shift charge as identified on each shift or designate
3	<u>A face shield or reusable goggles, and a procedural mask will be provided to any person everyone entering the location. Facial protection must be worn at all times when physical distancing is not possible. In some cases, a physical barrier can replace the need for wearing eye protection. In residential programs facial protection must be worn at all times. Staff may doff these safely using acceptable doffing practices during their break periods.</u>	
3	The Entrant fills out a digital Active Screening Questionnaire or may be asked <u>screening questions</u> 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 Staff and Essential Visitors Log only confirms that the screening procedures were conducted and the outcome (entry permitted/denied and if denied, the reason for this).	Entrant/ Shift charge as identified on each shift or designate
4	<u>As part of self monitoring staff must check their temperature within the first and last hour of their shift and record this on the Body Temperature Record.</u> 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.	Shift charge as identified on each shift or designate
5	If the Entrant fails the screening process, they will not be permitted entry that day.	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 <u>Staff and Essential Visitor Log</u> (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>	<p>Shift charge as identified on each shift or designate</p>
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POSITIVE SCREENING: WHAT TO DO?

The staff responsible for conducting the active screening will complete the “Staff and Essential 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? *Symptoms should not be chronic or related to other known causes or conditions.*

- Fever or chills
- Difficulty breathing or shortness of breath
- Cough
- Sore throat, trouble swallowing
- Runny nose, stuffy nose or nasal congestion
- Decrease or loss of smell or taste
- Nausea, vomiting, diarrhea, abdominal pain
- Not feeling well, extreme tiredness, sore muscles

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 your immediate supervisor, complete the Ministry of Health online self-assessment and follow the instructions.

2. Have you traveled 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. 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.

4. Have you been in close contact with a probable or confirmed case of COVID19? (i.e. a high-risk exposure)

For visitors, if yes, you should self-monitor for symptoms and please delay entering. If visit was pre-scheduled and already recorded in the Staff and Essential Visitors Log, identify that visitor did not pass screening on the day of the scheduled visit.

If yes and you are a healthcare professional, CLTO staff or agency staff: did you wear the required and/or recommended PPE according to the type of duties you were performing?

If yes, you should self-isolate while at work and continue to monitor for symptoms and are required to notify your immediate supervisor if noticing any symptoms.

If no, delay entering and notify your immediate supervisor (to determine if you can self-isolate while at work) AND contact your health care provider, or Telehealth Ontario (1-866-797-0000).

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.

SCREENING FOR CHILDREN WHO ARE ATTENDING SCHOOL OR CHILDCARE

As required by the Ministry of Health /Ministry of Education, any child who is attending school must be screened every day before going to school or childcare using the COVID-19 screening tool for students and children in school and child care. Results are to be provided to the Ministry of Education on a daily basis using the instructions provided on the form.

STAFF AND ESSENTIAL VISITOR LOG PROCESS

Residential Locations:

Until such time that the digital system is operational:

- The assigned Screener will complete the Staff and Essential Visitor Log including name, reason for visit, and reason for the denial of entry (if required)
- 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 location supervisor will designate the appropriate staff to ensure that the Staff and Essential Visitor Log is scanned, saved and properly named on a daily basis.
- The daily file should be saved and named as follows: LocationDate e.g. DegreyOct262020
- The location supervisor will then upload the scanned file to a designated location on SharePoint.
- In situations where it is not possible to scan and upload the Visitor Log on SharePoint, the location supervisor will establish and document the process to be followed at their location to achieve secure storage of the Logs for the period required, for the purpose of contact tracing
- Any hard copy of Visitor logs maintained for any duration must be securely stored.
- When logs are uploaded to SharePoint, it must be confirmed that the copy is legible prior to the destruction of the hard copy of the Staff and Visitor Log
- It is strongly recommended that the designated staff responsible for storage of Visitor Logs purge and destroy the stored documents within 17 days of filing to enable ease of access to required records for contact tracing purposes
- In cases of a confirmation of a COVID positive finding for any visitor or staff, the Visitor Logs for the 30 (thirty) day period must not be destroyed, and will continue to be stored in a secure location until advised that they can be destroyed.

CLTO Offices:

Until such time that the digital system is operational:

- The assigned office Screener will complete the Staff and Essential Visitor Log including name, reason for visit, and reason for the denial of entry (if required)
- At the beginning of the next workday, the assigned Screener will review the Staff and Essential Visitor Log from the previous day, close any open items, and then scan the

Log to the Regional Administrative Assistant who check the quality of scanned image and then save in the designated file on SharePoint for future retrieval if needed for contact tracing.

- Upon verification that the digital version is legible and has been uploaded, the assigned Screener will safely destroy the paper copy of the Staff and Essential Visitor Log

STAFF TEMPERATURE CHECK

- Staff will provide their completed monthly Body Temperature Record to their location supervisor
- The location supervisor will scan the monthly Body Temperature Record and save to a secure location on SharePoint as determined by the site Program Supervisor
- In situations where it is not possible to scan and upload Body Temperature Record to SharePoint, the location supervisor will establish and document the process to be followed at their location to achieve secure storage of the Records for the period required
- The location supervisor will safely destroy the paper version and the scanned version, once they have checked that the digital version is saved on SharePoint
- Any hard copy of Body Temperature Records maintained for any duration must be securely stored.

Related Documentation

[Active Screening Questionnaire](#)

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

[Staff and Essential Visitors Log](#)

[Family Visits Directive](#)

[Essential Visitors 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](#)

[Ministry of Health COVID-19 Screening Tool for Workplaces \(Business and Organizations\)](#)

[Ministry of Health / Ministry of Education COVID-19 Screening tool for students and children in school and childcare](#)