PURPOSE

All visits and non-essential access to any Community Living Toronto (CLTO) premises, including Regional Offices and community-based residential sites, are subject to current policies, protocols and directives.

This protocol outlines the requirements for passive screening and active screening for anyone planning to visit and/or entering any CLTO location.

The purpose of passive screening is to reduce the likelihood that staff or visitors with symptoms consistent with COVID-19 will come to a CLTO location.

CLTO has implemented the following for passive screening: posters about signs and symptoms of COVID-19 are posted at CLTO location entry points; staff education about signs and symptoms and what do to if these are present (including not coming into work at a CLTO location); and Essential Visitor Guidelines which are to be distributed to and reviewed by all visitors as part of the visit scheduling process.

The purpose of active screening is to ensure that no one who has symptoms consistent with COVID-19 is permitted entry into a CLTO location. Information is also used as required for contact tracing when there is a suspected, probable or confirmed COVID-19 case.

Measures in place at all CLTO offices and community-based residential sites for active screening include this screening protocol and use of the Staff and Essential Visitors Log or the Service Now Safe Workplace (SWAS) App. These tools are used to document the visitors contact information, answers to the screening questions and whether access was permitted or denied.

Information will be used as required for contact tracing when there is a suspected, probable or confirmed COVID-19 case.

DEFINITIONS

Passive screening: This includes the steps taken by staff and visitors to ensure that are not experiencing any symptoms consistent with COVID-19 prior to entering any CLTO location.

Active Screening: This is the process through which answers to the screening questions are validated to ensure the person is safe to enter the premise.

PROTOCOL

Passive screening to ensure that all persons are aware of early signs and symptoms of acute respiratory infection (such as fever, cough or shortness of breath) includes the following:

1. All essential visitors must pre-schedule their visit, receive and review the Essential Visitor Guidelines before their visit. The Guidelines identify that anyone planning to enter a CLTO location must self-monitor for symptoms including fever and chills, before, during and after visits; and anyone exhibiting symptoms will be denied entry.

2. A Ministry of Health poster, at all CLTO office and community-residential sites entrances identifies that anyone experiencing one or more symptoms consistent with COVID-19 is asked to refrain from entering the location.

3. Staff have been informed that:

   a. if they have symptoms of an acute respiratory infection and/or symptoms consistent with COVID19 they ***must not*** come to work and they must report their symptoms to their healthcare professional or Telehealth (1-866-797-0000) or Public Health at 311 or 416-338-7600. Refer to the COVID-19 Reference Document for Symptoms.

   b. If they travel outside of Canada they must isolate at home for fourteen days as per Public Health Agency of Canada mandatory quarantine restrictions when returning from travel outside of Canada, and contact their immediate Supervisor.

Active screening occurs prior to entry of a CLTO location and is not intended to take the place of medical advice, diagnosis, or treatment. The Active Screening Questions 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.

1. The person conducting the on-site 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.

2. Prior to entry, the Entrant (visitor or staff) will complete the SWAS via ipad/cell phone or laptop. If this is not available, the screener will ask the screening questions and record the answers in the paper-based Staff and Visitor Screening Log.

3. The Screener will use the script included in with the Active Screening Questions to determine whether the Entrant has passed or failed screening.

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Anyone who fails screening <u>will not be permitted to enter</u>.

3.1 If a staff member fails screening, 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.

3.2 If an individual in service who resides in that location fails screening, the Screener will follow the protocols in the "Response Guide Covid-19 - Symptomatic Individuals and Staff at CLTO".

4. If screening is passed, a face shield or reusable goggles, and a procedural mask will be provided to the person entering the location.

   4.1 In residential programs facial protection must be worn at all times. Staff may doff these using acceptable doffing practices during their break periods.

   4.2 Staff entering Regional Offices are required to wear facial protection (eye protection and a mask) during their visit/workday. In some cases, a physical barrier can replace the need for wearing eye protection.

   4.3 <u>You are expected to wear facial protection (procedural mask and face shield/ goggles) at all times while providing support at CLTO except for when you are:</u>

   - <u>eating/drinking (as long as 2 metres/6-foot physical distance from others can be maintained),</u>
   - <u>outside and physical distance can be maintained, or</u>
   - <u>alone in an office.</u>

   4.4 <u>You must maintain 2 meters or 6 feet from others when removing your facial protection. This includes interacting with colleagues outside of work which can raise the risk of COVID-19 transmission.</u>

Staff self-monitoring while on shift – Body Temperature Record

5. For staff, 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. 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.

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6. Staff are to provide their completed monthly Body Temperature Record to their location Supervisor once completed at the end of the month.

Prior to departure from CLTO location

7. All staff and visitors must check-out prior to leaving any CLTO location. This can be done by the individual themselves using the SWAS and/or with the help of the on-site screener.

Closing out the SWAS / Staff and Essential Visitors Log

8. Prior to departure or shift exchange, the overnight awake shift lead or regional office screener will verify that the SWAS logs are cleared and/or the Staff and Essential Visitor Log is complete to the extent possible.

Where tracking on paper using the Staff and Essential Visitor Log

9. At the beginning of workday/shift a designated individual will review the Log from the previous day, close any open items, and then scan the Log to the Regional Administrative Assistant (AA).

   9.1 The AA will check the quality of scanned image and save it in the designated file on SharePoint for future retrieval if needed for contact tracing. The AA will let the assigned Screener know that the digital version is legible and has been uploaded. The assigned Screener will destroy the paper copy of the Log using appropriate and measures e.g. shredding.

Storage and destruction of paper Staff and Essential Visitor Logs

10. In situations where it is not possible to scan and upload the 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.

11. Any hard copy of logs maintained for any duration must be securely stored.

12. The designated staff responsible for storage of Visitor Logs can purge and destroy (e.g. shred) the stored documents within 30 (thirty) days of filing to enable ease of access to required records for contact tracing purposes.

13. In the case of a confirmation of a COVID positive finding for any visitor or staff, the Logs for the 30 (thirty) day period prior to and after the date of the confirmed case

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must not be destroyed, and will continue to be stored in a secure location until advised that they can be destroyed.

Storage and destruction of Staff Body Temperature Records

14. The location supervisor/or designate will scan the monthly Record and save it to a secure location on SharePoint. Once scanned, the hard copy can be destroyed via shredding.

15. 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 securely store the Records for the period required

SCREENING FOR CHILDREN WHO ARE ATTENDING SCHOOL OR CHILDCARE

Consistent with the Ministry of Health/Ministry of Education requirements and as required by the City of Toronto and Toronto Public Health 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 childcare. Results are to be provided to the school on a daily basis using the instructions provided on the form.

Related Documentation
Active Screening Questions and Script for Screener
Safe Workplace Application User Manual
How to Use the SWAS App, Narrated PowerPoint
Response Guide Covid-19 Symptomatic Individuals and Staff at CLTO
Staff and Essential Visitors Log
Family Visits Directive
Essential Visitors Directive
Essential Visitor Guidelines
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
City of Toronto COVID-19 School Screening Tool for K -12

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