

PURPOSE

Anyone entering a Community Living Toronto (CLTO) location for work or to visit an individual in service is subject to CLTO's current policies, protocols and directives and must be appropriately screener prior to entry. This includes self assessment and screening in circumstances where no one is available to screen.

This protocol outlines the requirements for passive screening and active screening for anyone planning to visit and/or enter any CLTO location including an office, group home or any other building for work, maintenance or to visit an individual in service.

It is required by government of Ontario that any employee must screen before going to work each day, even if you are vaccinated and have proof of vaccination.

The purpose of **passive screening** is to specify requirements for safe entry to a CLTO location.

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.

Measures are in place at all CLTO offices and community-based residential sites for active screening include this screening protocol and use of the Safe Workplace (SWAS) App. These tools are used to document visitors' contact information, answers to the active screening questions and whether access was permitted or denied. If the SWAS App is not available it is essential that this information be collected using the hard copy Staff and Visitors Log.

Information collected for screening purposes will be used as required by Public Health for contact tracing when there is a suspected, probable or confirmed COVID-19 case.

DEFINITIONS

Pre-Screening – review of the set of Pre-screening questions prior to coming to work or visit at a CLTO premises.

Passive screening: This includes the steps taken by staff and visitors, including answering the Pre-screening questions, to ensure that they are not experiencing any symptoms consistent with COVID-19 and are safe to enter any CLTO location.

Active Screening: This is the process through which answers to the Pre-screening questions are validated and entered into the SWAS App or hard copy Staff and Visitors Log to ensure the person is safe to enter the premise. It is not intended to take the place of medical advice, diagnosis, or treatment.

PROTOCOL

Passive screening includes the following:

1. All visitors must:
 - a. pre-schedule their visit; receive and review the Guidelines for Visitors and Pre-Screening Questions; and complete the Pre-Screening questions 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 (i.e. fails Pre-Screening) will be denied entry.
 - b. If they are not fully vaccinated, provide evidence of a negative Rapid Antigen Test (RAT) within the required time period currently in place.
2. Posters at location entry points of CLTO office and community-residential sites identify 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 consistent with COVID19 they **must not** come to work and they must inform their Supervisor.
 - b. If they travel outside of Canada they must follow the testing and quarantine requirements as outlined by [Public Health Agency of Canada](#) and advise their Supervisor of isolation requirements, if any.

Active screening includes the following:

1. Prior to entry, staff will conduct active screening for all staff and visitors.
2. 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.
3. The Active Screening Questions inquire if the visitor/staff has:
 - passed the Pre-Screening questions and/or is experiencing symptoms consistent with COVID-19;
 - been asked to self-isolate for any reason including mandatory quarantine due to travel outside of Canada;
 - been fully-vaccinated against COVID-19.

The screener will record responses using the SWAS App via iPad/cell phone or laptop. If the SWAS App is not available, the screener will ask the Active screening questions and record the answers in the paper-based Staff and Visitors Log.

4. For screening after hours or if no one is available to screen the employee should conduct a self assessment using the COVID-19 Employee Self Assessment screening tool available here <https://covid-19.ontario.ca/screening/worker/>.
 - To provide evidence of the result, the staff is required to follow the instructions and email the receipt to their Supervisor.
 - The supervisor will save receipts in a secure location for at least 30 days for use with contact tracing if required.
5. Anyone who does not meet all of the requirement for Active screening will not be permitted to enter.
 - The Screener will notify their supervisor if a staff member does not meet the requirement for Active screening and is denied entry, including the reason for denial of entry, no later than at the end of the Screener's shift during which the denial occurred.
 - A visitor must show evidence of a negative COVID-19 test dated within 24 hours of the visit. Evidence of a negative test will include a receipt of a PRC or Rapid Antigen Test (RAT), or a dated photograph of a home test. If the visitor is not able to show a negative COVID-19 test, inform the visitor that they will only be permitted to visit outdoors, and they must follow advanced PPE precautions throughout the duration of the outdoor visit.
6. If screening is passed, a face shield and a procedural mask will be provided to the person entering the location.
 - Staff entering office locations are required to wear facial protection (eye protection and a procedural mask) during their visit/workday. In some cases, a physical barrier can replace the need for wearing eye protection.
 - In congregate settings, staff and visitors must wear facial protection (eye protection and a procedural mask) at all times while providing support at CLTO except for the following:
 - eating/drinking (as long as 2 metres/6-foot physical distance from others can be maintained),
 - outside and physical distance can be maintained, or alone in an office.
7. Staff may doff these using acceptable doffing practices during their break periods. Staff 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.

Departure from CLTO location

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

Closing out the SWAS App / Staff and Visitors Log

9. Prior to departure or shift exchange, the overnight awake shift lead or office screener will verify that the SWAS App logs are cleared and/or the Staff and Visitor Log is complete to the extent possible.
10. When tracking on paper using the Staff and Visitor Log proper storage and destruction of the Logs is required. Visitor logs are to be securely stored for 30 (days) hard copy or scanned. They must be easy to access if required for contact tracing purposes. Logs can be destroyed after 30 days if no COVID-19 outbreak within that time.
11. In the case of a confirmation of a COVID-19 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 must not be destroyed, and will continue to be stored in a secure location until advised that they can be destroyed.

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

Script for Active Screening

Safe Workplace (SWAS) App User Manual

How to Use the SWAS App, Narrated PowerPoint

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

Staff and Visitors Log

Guidelines for Visitors and Pre-Screening Questions

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

Work-Home Isolation Protocol: Requirements for Self-Isolation and Work-Home Isolation for High Risk Close Contacts of a Person with COVID-19

[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](#)