

PROTOCOL FOR COVID-19 SCREENING OF EMPLOYEES AND VISITORS

PURPOSE

Anyone entering a Community Living Toronto (CLTO) location for work or to visit an individual supported is subject to CLTO's current policies, protocols and directives and must be appropriately screened prior to entry.

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

The purpose of screening is to specify requirements for safe entry to a CLTO location and to ensure that no one who has symptoms consistent with COVID-19, or who may have been exposed to COVID-19 is permitted entry into a CLTO location.

Posters and tools are in place at all CLTO offices, program locations and residential sites. The Service Now Safe Workplace Health Screening application (SWAS) Health Screening Tool located via this link and the Rapid Antigen Test Tracker App on SharePoint are in place to schedule visits and document visitors' contact information, answers to active screening questions, use of RAT and results and whether access was permitted or denied.

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

Screening: This includes the steps taken by employees and visitors in advance of a visit, including answering the Pre-screening questions, to ensure that they are not experiencing any symptoms consistent with COVID-19, they have not been in close contact with anyone experiencing symptoms, and are safe to enter any CLTO location. Screening at the time of a visit includes steps taken, and the process through which answers to the Pre-screening questions are validated and attestation and/or proof of a negative COVID-19 test are entered into the SWAS Health Screening Tool and Rapid Antigen Test Tracker App to ensure the person is safe to enter the premise. Screening is not intended to take the place of medical advice, diagnosis, or treatment.

Visitors: This includes family and friends, third-party contractors, healthcare providers, and other visitors with a specific purpose for individuals supported or their environment.

Employees: All CLTO staff (full-time, part-time, relief and/or on contract), Volunteers, Students, and any person who performs work for CLTO are all collectively referred to herein as "Staff" or "Employees".

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PROTOCOL

1. CLTO office and program locations must ensure that posters at location entry points identify that anyone experiencing one or more symptoms consistent with COVID-19, or who may have been exposed to someone with COVID-19 is asked to refrain from entering the location.

In advance of a visit or work shift:

2. All visitors must pre-schedule their visit using the service Now Health Screening Tool; receive and review the Guidelines for Visitors and Pre-Screening Questions; and complete the Pre-Screening questions before their visit.
3. Visitors must conduct a RAT test within 24 hours of the visit and staff must conduct a RAT within the required schedule for staff based on their program or site.
4. Staff have been informed that if they have symptoms consistent with COVID -19 they must not come to work; they must inform their Supervisor and they must follow the Testing and Clearance Guidance for Staff.

Screening prior to entering a CLTO Office location

5. Staff must self-screen using the Service Now Safe Workplace Health Screening application (SWAS) Health Screening Tool, they will not be screened by another employee.

Screening prior to entering a CLTO Program location

6. Someone will conduct on-site screening. This person must wear a procedural/ medical mask. A face shield should be worn if unable to maintain 2 meters distance from the person being screened.
7. The person conducting the on-site screening will refer to the Screening Questions on the Service Now SWAS Health Screening Tool (or poster if the Tool is not available). Responses to the screening questions are to be recorded into the Service Now Tool. If the Health Screening Tool is not available, the information is to be recorded using the hard copy Staff and Visitors Log, until you are able to use the Screening Tool. If necessary submit ticket for IT help desk to support the online tool.

If no one is available for on-site screening of an employee for a work shift at a program location, the staff should conduct a use the Self-Screening through the Service Now SWAS Health Screening Tool

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Rapid Antigen Testing:

8. A visitor must attest to having a negative COVID-19 test within 24 hours of the visit or must self-administer at RAT test and have a negative result prior to entry to a CLTO location and/or an outdoor visit. If a RAT is self-administered by the visitor, the Screener will record use and the result in the Rapid Antigen Testing Tracker App.
9. Staff must attest to having a negative RAT result based on the required frequency of testing for each program/service. The required frequency of testing will be communicated to staff by their Supervisor/Manager. Staff must enter their RAT results in the Rapid Antigen Testing Tracker App at the time of testing.
10. If screening is passed visitors will be provided with a medical/procedural mask to be worn throughout their visit. Staff will follow requirements for personal protective equipment.

If screening is not passed:

11. Anyone who does not meet all the requirements for on-site screening will not be permitted to enter.
12. If a staff does not pass any part of the screening (has one or more of the symptoms or exposures asked about in the screening tool, or gets a positive result on the RAT they:
 - Must not enter the office/workplace at that time
 - Must inform their Supervisor/Manager
 - Must follow CLTO Testing and Clearance Guidance (Self Isolate/Self monitor protocol)
 - Need to follow all directions they are given by Public Health officials
13. For program locations the Screener will notify their Supervisor if any visitor or staff does not meet the requirement for 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.
14. For office locations, staff will be self-screened using the Service Now SWAS Health Screening Tool staff must inform their supervisor if they do not pass screening.

Departure from CLTO location

15. All staff and visitors must check-out prior to leaving any CLTO location. This can be done by the person themselves using the Service Now Health Screening Tool and/or with the help of the on-site screener.
16. In the case of a confirmed 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.

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Related Documentation

Guidelines for Visitors and Pre-Screening Questions

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](#)

Testing and Clearance Guidelines for Staff

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

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

[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](#)

[Risk Assessment Related to Routine Practices and Additional Precautions](#)

[Health Screening - Service Portal \(service-now.com\)](#)

[COVID-19 Rapid Antigen Test Results Tracker \(office.com\)](#)