# PURPOSE

The following protocol describes the requirement to undergo both passive and active screenings for anyone entering any 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. 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 not be required to wear a mask during their visit.

# RESPONSIBILITIES

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

# SCOPE

Anyone entering any location.

# EXCLUSIONS

None

# TOP LEVEL PROTOCOL

* Passive screening

A poster from the Ministry of Health is posted at every entrance to sites across the organization. Everyone is expected to read the poster before entering. Anyone experiencing fever, new cough, difficulty breathing, and other flu-like symptoms is asked to refrain from visiting all locations. All persons who have contact with vulnerable populations, including those with Developmental Disabilities, should complete the online Ministry of Health Ontario self-assessment. For staff, the self-assessment should be completed at the beginning of each shift. <https://covid-19.ontario.ca/self-assessment/>

* Active screening

Beyond passive screening, active screening measures are in place at all sites across the organization including community-based residential sites. Anyone entering these sites will provide the requested information on the Visitor Log and will be asked a series of questions in relation to our active screening efforts, including if they are experiencing flu-like symptoms or have a connection to probable or confirmed COVID-19 cases. Anyone who meets these criteria will not be permitted entry to the location.

* 1. The latest case definition for screening is available on the Ministry of Health COVID-19 website. <http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx>
	2. All sites including Regional Offices and community-based residential sites must undertake active screening. All visits and non-essential access are prohibited.
	3. Signage must be posted on all entry points.
	4. The person conducting screening should ideally be behind a barrier to protect from droplet/contact spread. Options include spatial separation two (2) meters and/or personal protective equipment (gloves, gown, mask and goggles).
	5. All staff should be aware of early signs and symptoms of acute respiratory infection (such as fever, cough or shortness of breath). Anyone with symptoms of an acute respiratory infection ***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

# PROTOCOL DETAILS

|  |  |  |
| --- | --- | --- |
| STEP | ACTION | BY WHOM |
| 1 | An active screening of anyone coming into a location will be conducted before entering the location. Active screening is also encouraged in advance of anyone coming into a location, where possible. The Visitor Log will be used to record the required information for all individuals seeking entry to the location. A mask will be provided to anyone entering the location to be worn for the duration of their stay or shift. Staff visiting Regional Offices or Head Office will not be required to wear a mask. | Shift charge as identified on each shift or designate |
| 2 | Staff conducting the screening will ask the “active screening questions” provided. **Refer to Appendix A: Active Screen Questions.** These questions provide basic information only. It is not intended to take the place of medical advice, diagnosis, or treatment. Staff conducting the active screening will complete the Visitor Log for the visitor | Shift charge as identified on each shift or designate |
| 3 | If all answers are NO permit the person entry as they have passed the screening. | Shift charge as identified on each shift or designate |
| 4 | If any of the answers are YES or 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.If the person being screened is a person supported who resides in that location and fails the screening, refer to your “Response Guide Covid-19 Symptomatic Individuals and Staff.” | Shift charge as identified on each shift or designate |
| 5 | Staff are to report failed screening to their Program Supervisor/Manager | Shift charge as identified on eachshift or designate |

**POSITIVE SCREENING: WHAT TO DO?**

The staff responsible for conducting the active screening will complete the “Visitors Log,” ask each of the **active screening questions** and follow the instructions provided with the question should any of the questions be answered as “yes”.

Should an individual in service that resides at the home with other individuals answer “yes” to any of the active screening questions or demonstrates flu-like symptoms, 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.

# Related Documentation

How to self-isolate while at work:

<https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ipac-covid-19-work-self-isolation.pdf?la=en>

Active Screening Questionnaire

Response Guide Covid-19 Symptomatic Individuals and Staff

Visitors Log

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