

## **INSTRUCTIONS FOR CONDUCTING COVID-19 SCREENING CHECKLIST-Revised Dec 4, 2020**

### Attention All Screeners:

The Ministry of Children, Community and Social Services has expanded the active screening requirements based on advice received from the Office of the Chief Medical Officer of Health.

Effective December 4, 2020, all agencies must include to their existing screening requirements, additional questions which asks all persons who are seeking to enter the location about adherence to public health measures outside of location and expectations for properly wearing Personal Protective Equipment (PPE).

Note: the emergency orders, whereby staff are limited to a single employer and work in one location, still remains in effect. Therefore, if you come across a new staff or staff who has recently worked at another agency or other Reena location, please contact the Supervisor.

### What are the changes

- Screening Checklist dated December 4, 2020 is to replace version dated September 15,
- Format changed to portrait from landscape to fit additional questions, therefore enter person's name at the top of the chart
- When screening family/friends of supported individuals for outdoor visits, you do not need to ask the last 2 questions which are directed to staff. However, you will need to indicate with a notation (eg. family) in the box.

### What has not changed

- Keep everyone safe by not allowing anyone who has not been cleared from screening to enter the premises
- Continue with high degree of diligence when screening people before they enter the location
- Take your time to ask the questions, read off each symptom slowly and record responses carefully
- If anyone develops symptoms of COVID-19 or feeling unwell at any point during a shift or visit, notify the Supervisor/On-Call after directing the person to leave and seek COVID-19 testing at an assessment centre
- Send completed checklists to the Direct Support Supervisor