Online Screening Protocol

From: Charlotte Johnston-Harbin
Human Resources Administrator
CLASS

Staff and visitors complete the form on their personal device or an iPad that has been set up at every program. We pre-loaded every programs iPad with the screening. This can be done with just the link, no need to download anything. I have attached a "How to" that was sent to our staff to assist them in this. Responses are sent to either a new or existing Google Sheet. In our case it made the most sense to combine the responses with our On-Call Report. This report is typically used for On-Call supervisors and schedulers to record staff call ins or questions and is a central location that our management team has access to. Supervisors check the list after shift changes to view responses and follow up with staff when needed. If a staff answers "Yes" to any question they are instructed to call their supervisor, On Call or HR immediately. We then add call details into the spreadsheet adjacent to the appropriate form response. This keeps all of our data in one place. I made modifications to the spreadsheet so that responses are marked in Red if they answer "Yes" to any questions (data validation). View Form Responses to see an example.

I have created a copy of our screening tool and our OnCall report to share with you all today. I have also included instructions if you wish to copy the tool. Please do not make changes to the version I sent as it will affect everyone else as well.

Click this link to view the screening tool: https://forms.gle/rhfa6NuajkFWpUSz5
Click this link to view the Form Responses/OnCall Report:
https://docs.google.com/spreadsheets/d/1WeMVkVed5r8BI3USEWMsyMaytxCqQehZboo2Pnk_HZc/edit?usp=sharing
**Click this link to underline copy the screening tool:**
https://docs.google.com/forms/d/1xr0Y0aXrQ9EXMFvP_YzU-QUNk-BCW4Fgju8dHSPX8yA/edit?usp=sharing

- Please do not make any changes to this version. **To create your own copy:** Click "More" at the top of the website, then "Make a Copy". See image below.
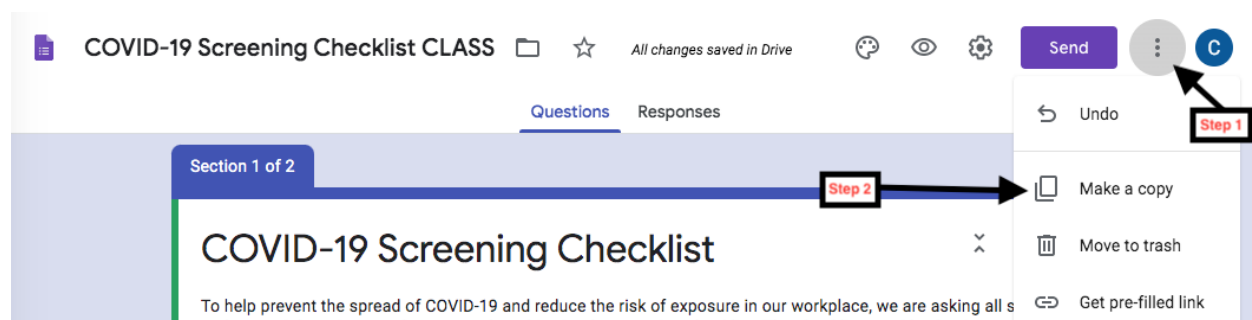
To send responses to New Spreadsheet:

1. Click "Responses", then "More" (see

Questions   **Responses**

photo) **onses**
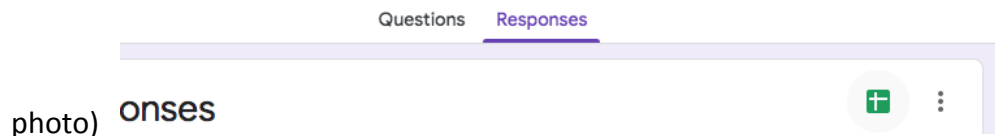
2. Select "Select Response Destination"
3. Select "Create a new spreadsheet" (Name document)
4. Select "Create"
5. Once spreadsheet is linked, click green Google Sheets Icon. This will open the spreadsheet that responses are sent to. Responses are uploaded automatically.

You can find the link to your form by selecting "SEND" at the top of the page. We emailed staff the link so they can add it to their personal devices if they so wish. This can be done on any device with a web browser, not only Apple devices.

Please let me know if you have any questions. I am available to discuss at 705-435-4792 ext 255. Please leave me a voicemail or email and I will return your call as soon as possible.

Sincerely,
Charlotte Johnston-Harbin
Human Resources Administrator
CLASS
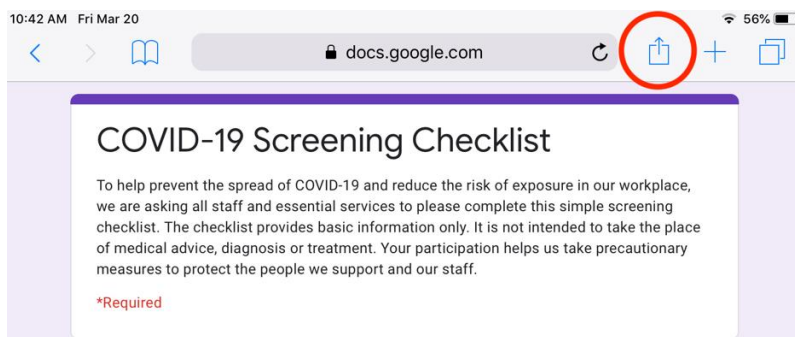233 Church Street, South
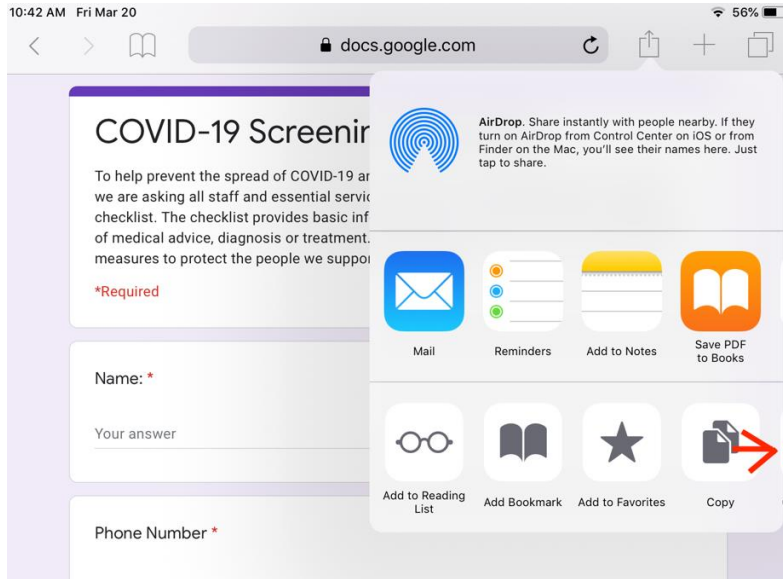Alliston, Ontario
L9R 2B7
705-435-4792, ext 255

Adding COVID 19 Screening Checklist to the Home Page of your Designated iPad
This will make the Screening Tool one click away!

1. Open the following link: https://forms.gle/rhfa6NuajkFWpUSz5 on the house iPad or your personal (Apple) device.
2. In Safari click on the following icon:

10:42 AM Fri Mar 20   56%

docs.google.com

COVID-19 Screening Checklist

To help prevent the spread of COVID-19 and reduce the risk of exposure in our workplace, we are asking all staff and essential services to please complete this simple screening checklist. The checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment. Your participation helps us take precautionary measures to protect the people we support and our staff.

*Required

3. Scroll along icons until you find "Add to Home Screen". Click "Add to Home Screen" icon.

4. You will now see a purple icon (See below) on the home screen of the iPad or your personal device. When completing a screening click this icon and fill in the required questions. Please remember that screening should be completed before you enter the home. Call On-Call if you answer "Yes" to any question.
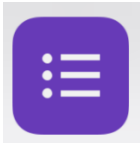
If you have questions or are unable to access the screening tool please call Charlotte Johnston Harbin 705-435-4792 ext. 255.

Thank you!