

SCREENING PROTOCOL

PURPOSE

The following protocol describes the expectations of staff and visitors who have to perform both passive and active screenings before entering a Community Living Toronto (CLTO) locations or when a family returns an individual into support. The protocol applies to all locations.

RESPONSIBILITIES

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

SCOPE

All staff, individuals in service, family members, contractors, and other visitors

EXCLUSIONS

None

TOP LEVEL PROTOCOL

- Passive screening
A poster from the Ministry of Health is posted at every entrance to CLTO 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 Community Living Toronto locations.
- Active screening
Beyond passive screening, CLTO is implementing active screening measures at all CLTO sites across the organization. Anyone entering these sites will be asked a series of questions related to if they are experiencing symptoms and have a connection to probable or confirmed COVID-19 cases. Anyone who meets these criteria will not be permitted entry to the location. All group homes and any location where support and services are provided will also implement this protocol for visitors, such as family, contractors or other guests.
 1. The latest case definition for screening is available on the MOH COVID-19 website.
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx
 2. All sites including regional offices must undertake active screening. All visits and non-essential access are prohibited. Only those essential to business operations should enter a location.
 3. Signage must be posted on all entry points.

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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 or Public Health.

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 includes and is encouraged in advance of anyone coming into a location, where possible.	Shift charge as identified on each shift or designate
2	Ask questions provided to staff conducting screening. These questions provide basic information only. It is not intended to take the place of medical advice, diagnosis, or treatment.	Shift charge as identified on each shift or designate
3	If all answers are NO permit the person as they have passed the screening and can enter the location.	Shift charge as identified on each shift or designate
4	If any of the answers are a YES or person refuses to answer any of the questions, then they have failed the screening and are denied entry into the location. If the person being screened is an individual in service who resides in that location and fails the screening, refer to the "Guide for Response to Covid-19 Symptomatic Individuals and Staff at CLTO". If individual is angry and escalates, please refer to the Escalation Protocol.	Shift charge as identified on each shift or designate
5	Staff are to report failed screening to Program Supervisor/Manager	Shift charge as identified on each shift or designate
6	Locations are to establish a secure and confidential location to place completed screening checklists.	Program Supervisor

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POSITIVE SCREENING: WHAT TO DO?

If someone screens positive (answers yes to one of the questions) they should not enter the premise. If it is a staff member, they are to be sent them home as noted above. If it is an individual in service that resides at a home with other individuals, separate those individuals showing symptoms from others. Staff will use the appropriate level of precautions and follow the steps outlined in the Guide for Response to COVID-19 Symptomatic Individuals and Staff at Community Living Toronto.

Related Documentation

Active Screening (Under User Manuals & Docs library on SharePoint)

Escalation Protocol (Under User Manuals & Docs library on SharePoint)

Guide for Response to Covid-19 Symptomatic Individuals and Staff at CLTO (Under User Manuals & Docs library on SharePoint)