

# COVID-19 SCREENING PROTOCOL



## PURPOSE:

*As provinces re-open, we seek to value people by remaining diligent in screening for coronavirus risks at Christian Horizons locations.*

## PROCESS:

**Ongoing monitoring:** People are to monitor whether they are becoming sick:

- Anyone coming to a Christian Horizons location should monitor for COVID-19 symptoms in advance and report any new or developing symptoms immediately when on site.
- People who use Christian Horizons’ services will continue to be supported to screen for COVID-19 symptoms twice daily using the **Daily Symptom Monitoring Check**.<sup>1</sup> Visit [covid19.chconnect.org](https://covid19.chconnect.org) “Educate and Equip” tab for resources to help explain COVID-19 and its symptoms with people with intellectual disabilities.

**Active screening:** Employees, people who use Christian Horizons services, and visitors<sup>2</sup> will undergo active screening when entering any Christian Horizons support location. If an employee or person who uses services is the only one at the location (*e.g. a SIL setting with no previous employee on shift*), they will need to complete the screening themselves. Otherwise, and for visitors, this screening is to be carried out by a Christian Horizons employee.

**Exit screening:** Upon finishing their shift, employees and essential visitors are to check their own temperature and self-screen for symptoms when exiting the location.

***Emergency first responders should be permitted entry without screening.***

STEP	ACTION	RESPONSIBLE
1	Everyone should self-check for symptoms before entering Christian Horizons locations ( <i>see COVID-19 Symptom Check Poster and COVID-19 Visiting Guide for Families &amp; Friends</i> ).	Everyone
2	At an entry point screening station, people will be screened by a designated employee upon arrival. <i>If the employee or person who uses services is alone, they are to complete the screening themselves.</i> Each person’s temperature will be checked either by the person themselves or by the active screening employee (with appropriate safety measures in place). <ul style="list-style-type: none"> <li>• Record results on the <b>Entry Screening Tracking Sheet</b>.</li> </ul>	Active screening employee
3	If the person being screened does not pass the screening questions <b>OR</b> their temperature falls outside of the normal range, <b>OR</b> the person refuses to answer any of the questions, they must leave the premises and/or follow the instructions at the end of the screening questions. <i>People who use services are to be assisted to follow the relevant Guidance on COVID-19 Exposure flowcharts.</i>	

<sup>1</sup> Daily Symptom Monitoring increase from two to four times daily for people supported where there are suspected or confirmed cases of COVID-19. See exposure guidance flowcharts at [covid19.chconnect.org](https://covid19.chconnect.org).

<sup>2</sup> See the **COVID-19 Visiting Guide for Locations** for further information on types of visitors and planning of visits.

4	<p>Any employee or visitor who begins to experience symptoms of COVID-19 (see <b>COVID-19 Symptom Check Poster</b>) must immediately notify the location supervisor and leave the location. See <b>Employee Exposure Flowcharts</b> for next steps for employees.</p> <p>People who use services who display symptoms of COVID-19 are to be assisted to follow relevant <b>Guidance on COVID-19 Exposure Flowcharts</b>.</p>	Everyone
5	<p>All employees and essential visitors are to complete a second self-screening for symptoms, including a temperature check, upon finishing their shift.</p>	

**Additional Considerations:**

1. Limit points of entry to help facilitate screening.
2. For entry point screening, consider if there are natural physical barriers (e.g., glass/screened door) that active screening employees can conduct screening behind.
3. Maintain physical distancing while active screening is taking place. Mark off appropriate spacing at the entrance so this can be maintained.
4. Upon arriving at the location, everyone must use alcohol-based hand sanitizer made available at the entry point screening location.
5. Employees and visitors are to wear masks, including Essential and Designated Visitors.
6. Before visitors are admitted entry to a support location or begin an outdoor visit, a designated active screening employee (wearing goggles or a face shield and a commercial/surgical mask) will conduct the entry point screening.
7. Consider how to keep thermometers sanitary before and after use:
  - Use thermal or no-touch thermometers wherever possible.
  - Make sure that consideration has been given to how to clean the thermometer before and after use. Follow manufacturer’s directions where possible.

## SCREENING QUESTIONS:

### 1. Are you currently:

- **Having severe difficulty breathing?**  
*(struggling for each breath, can only speak in single words)*
- **Experiencing severe chest pain?**  
*(constant tightness or crushing sensation)*
- **Feeling confused or unsure of where you are?**
- **Losing consciousness?**

**IF “YES,” STOP AND CALL 911**

### 2. Do you have any of the following new or worsening symptoms or signs?

*Symptoms should not be chronic or related to other known causes or conditions.*

- Do you have a **fever**?  
*(Check temperature, is it 37.8° Celsius/100.04° Fahrenheit or higher?)*
- Do you have a **cough**?  
*(continuous, more than usual if chronic cough, not related to COPD, etc. Note: this includes croup – a “barking cough” or making a whistling noise when breathing)*
- Do you find that you’re **out of breath**, or **unable to take deep breaths**?  
*(shortness of breath, not related to asthma)*
- Do you have a **sore throat**?  
*(not related to seasonal allergies, acid reflux)*
- Do you have **difficulty swallowing**?
- Do you have a **runny or stuffy nose**?  
*(not related to allergies, being outside in cold weather)*
- Are you **losing your sense of taste or smell**?  
*(not related to allergies or neurological disorders)*
- Do you have **pink eye**? *(conjunctivitis, not related to reoccurring styes)*
- Do you have **digestive issues like nausea or vomiting, diarrhea, or stomach pain**?  
*(not related to irritable bowel syndrome, anxiety in children, menstrual cramps)*
- Do you have **muscle aches** or a **headache** that are unusual or long-lasting?  
*(not related to a sudden injury, fibromyalgia, tension-type headaches, chronic migraines)*
- Are you **really tired** or don’t have energy and is this something that’s unusual for you?  
*(not related to depression, insomnia, thyroid dysfunction)*
- Do you find that you’re **falling down** often or getting **chills**?

### 3. In the last two weeks (14 days) have you tested positive or been in close physical contact with someone who tested positive for COVID-19?

*(Note: This doesn’t include people at this location. It does include getting a COVID Alert exposure notification)*

#### **“Close physical contact” means:**

- Being less than 2 metres away in the same room, workspace, or area
- Living in the same home
- Being in the same classroom

**4. In the last 14 days, have you been in close physical contact with someone who either:**

- is currently sick with a new cough, fever, difficulty breathing, or other symptoms associated with COVID-19? OR
- returned from outside of Canada in the last 2 weeks and has symptoms of COVID-19?

*(Note: This doesn't include people at this location)*

**5. Have you travelled outside of Canada in the last 14 days?**

**6. Have you traveled by air in the last 14 days?**

*(All previous questions must be answered "No" to pass screening)*

**If the person being screened answered "yes" to any of the previous questions, the following actions must be taken:**

- a.) The employee or visitor seeking entry must not enter the location (or outdoor visiting area).
- b.) A person using services must self-isolate in an identified quarantine zone. The employee providing supports must follow steps in the **Step 2 Guide for Supporting Someone Suspected to Have COVID-19**.
- c.) The location supervisor must be notified immediately and their directions followed (*refer to exposure flowcharts at [covid19.chconnect.org](https://www.covid19.chconnect.org) and known local public health guidance*).
- d.) Unless otherwise indicated, the person who did not pass the screening should contact their primary care provider, Telehealth Ontario (1-866-797-0000), or HealthLine 811 in Saskatchewan to determine whether they require testing.

*Employees should be sure to notify healthcare professionals that they work in essential services supporting vulnerable people in a congregate care setting.*

# SCREENING TRACKING SHEET

See COVID-19 Screening Protocol and exposure guidance flowcharts on [covid19.chconnect.org](http://covid19.chconnect.org) for further information.



Location Name \_\_\_\_\_

Street Address \_\_\_\_\_

DATE	TIME	NAME OF PERSON BEING SCREENED <i>(answering the questions)</i>	SCREENING RESULT <i>(check the box that applies)</i>		TEMP CHECK Was the on-site temperature check completed?	SIGNATURE OF PERSON COMPLETING THE SCREENING <i>(asking the questions)</i>	EXIT CHECK	
			PASS / DID NOT PASS	SCREENING RESULT			FOLLOWING INDOOR ENTRY (EMPLOYEES AND ESSENTIAL VISITORS): Upon exit, temperature has been checked and it is within normal range (not above 37.8C/100.04°F). Passed symptom screening.	TIME
			PASS <input type="checkbox"/>	DID NOT PASS <input type="checkbox"/>	COMPLETE <input type="checkbox"/>			
			PASS <input type="checkbox"/>	DID NOT PASS <input type="checkbox"/>	COMPLETE <input type="checkbox"/>			
			PASS <input type="checkbox"/>	DID NOT PASS <input type="checkbox"/>	COMPLETE <input type="checkbox"/>			
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