

# PROTOCOL FOR COMPLETION OF STAFF SCREENING FOR COVID-19

## **Residential Locations:**

- At each main entrance to a workplace (house, apartment or residential office), a clip board with pen and blank copies of Staff Screening for COVID-19 will be posted.
- Workers are to complete the questionnaire, print name, sign and date. It is preferred that the form be completed outside of the home if possible.
- If the worker has answered YES to any of these questions, they are to leave the workplace and immediately contact a Manager or Director at the Avenue II office during regular business hours (345-9933) or On-Call after hours (626-4825). Further direction will be provided.
- Completed questionnaires with all NO responses are to be faxed to the Avenue II office (343-6090).

**At a 24-hour location the worker being relieved will ensure their co-worker has completed the Staff Screening form and is able to work before leaving. If the worker who has just arrived is unable to work, the current worker will need to remain at that location until a replacement is found.**

## **Where the Work Location Does Not Permit a Clip Board to be Posted for Workers:**

- Support workers will be supplied with blank copies of Staff Screening for COVID-19 to be completed prior to arrival at the work location.
- If all answers are NO, the support worker will proceed to their work location.
- Completed questionnaires can be texted /emailed to their manager or dropped off within 48 hours at the main office through the mail slot.
- If the worker has answered YES to any of these questions, they are to immediately contact a Manager or Director at the Avenue II office during regular business hours or On-Call after hours. Further direction will be provided.

## **Main Office Location (122 S. Cumberland Street):**

- Upon entrance into the main office, workers are to complete the Staff Screening for COVID-19 questionnaire, print name, sign and date.
- If the worker has answered YES to any of these questions, they are to immediately step outside and call to speak with someone from management for further direction.
- Completed forms are to be deposited into the box located at the front entrance.

(April 17/20)