

MANUAL OF ADMINISTRATION

TOPIC: Pandemic Planning Protocols	SUBJECT: Staff Screening Protocol and Sample of Tool	Code: PPP003
		Date of Issue: April 17, 2020
		Revised: June 2023
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PROTOCOL FOR COMPLETION OF STAFF SCREENING FOR COVID-19

Residential Locations:

- Please use the online screening tool in advance or at the start of your shift.
- 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 for staff using a paper screening tool.
- If the worker has answered “I decline” 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.

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 the location until a replacement is found.

Main Office Location (122 S. Cumberland Street):

- Upon entrance into the main office, workers are to complete the online Staff Screening for COVID-19 questionnaire.
- If the worker must select “I decline” to any of these questions they are to immediately step outside and call to speak with someone from management for further direction.

AVENUE II COVID-19 PANDEMIC PLANNING MANUAL

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Avenue II - Frontline Staff

Complete this self-assessment before entering the workplace

First name*

Last name*

*mandatory fields

Date: _____ **I am NOT EXPERIENCING**

And not related to known causes or existing conditions

- Fever and/or chills, Cough or barking cough.
- Shortness of breath, Decrease or loss of smell or taste.

I am not experiencing two or more of the following (symptoms of Muscle aches/joint pain, Extreme tiredness, Headache don't apply if you began to experience them only after being vaccinated to COVID-19 in the last 48 hours.

- Extreme fatigue, Muscle aches or joint pain, Nausea, Vomiting and/or diarrhea.
- Sore throat, Runny or congested nose, Headache.

Other symptoms that may be associated with COVID-19 and should be monitored, include: Abdominal pain, pink eye

I have not

- been told that I should be quarantining, isolating or staying at home by a health practitioner, public health unit, federal border agent or government authority.

In the last 10 days, I have not

- Tested positive on a PCR, rapid antigen test or home-based self-testing kit.

If you select "I decline" do not enter. Please contact a Manager or Director during office hours.

Please circle one:

Confirm

I Decline

Signature: _____

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Frontline Staff



Safety is our priority, we have partnered with ScreenEasy to ease the daily COVID-19 screening

How to use ScreenEasy?

1

[CLICK ON THIS LINK TO ACCESS THE COVID-19 SCREENING ONLINE QUESTIONNAIRE](#)

OR SCAN THE QR CODE BELOW with the camera of your phone



2

Enter your **First and Last name**.

A screenshot of the online questionnaire form. At the top center is the Avenue II logo. Below it is a red warning message: "Complete this self assessment before entering the workplace". There are two input fields: "First name*" and "Last name*", both with asterisks indicating they are required. The "Last name*" field has a small red asterisk below it. At the bottom right, there is a small red asterisk with the text "*Mandatory field".

3

You're all set! Complete the screening everyday before entering on the site.



ScreenEasy respects your privacy. Information is only shared with Avenue II.