


Collingwood Occupational Health & Safety

	COVID-19 Screening	SOP : HS-EP-01
		Revision: 0
		Date: 30-Nov-20

1. Purpose:

To provide guidance to personnel on the screening processes in order to prevent the spread of COVID-19.

Note: Starting September 26, 2020, employers must actively screen every worker before they enter the workplace at the start of their shift or visit as issued by the Office of the Chief Medical Officer of Health.

2. Scope:

This procedure applies to all individuals accessing Town facilities, including:

- Personnel working on-site and off-site (includes staff and Council), contractors, volunteers, suppliers, students and visitors;
- individuals conducting business or related activities;
- individuals providing a service in the establishment who are not employees or patrons of the establishment (i.e. delivery, maintenance, contract workers);
- any indoor, outdoor, or partially outdoor workplaces.

It excludes emergency services or other first responders entering a workplace as their governing bodies dictate more stringent screening.

3. Definitions:

Active Screening: The employer ensures that the information is collected and reviewed to determine whether a person may enter the workplace. It may be done in person at the workplace or remotely and should occur before or when the person arrives at the workplace at the beginning of their shift or visit.

Passive Screening: People assess their own risk factors and make the decision themselves.

Screening: Involves collecting information about symptoms and interactions that may result in higher risks of transmitting COVID-19. Based on this information, a decision is made about whether a person should be excluded from the workplace until they are further assessed and/or symptoms resolve.

4. Procedure:

4.1. General

- 4.1.1. Every individual must complete a self-screening process before reporting to a Town facility (including off-site personnel).
- 4.1.2. Screening will be documented following the appropriate screening procedure for personnel, contractors, or visitors (see procedures below).

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4.1.3. Screening includes independently reviewing the questions and proceeding accordingly.

4.1.4. Ensure the [Screening Poster](#) is posted and visible to the exterior of all facility entrance doors.

- This poster must include at a minimum, screening questions and instructions as outlined by [Public Health Ontario](#).

4.1.5. Once an individual has passed the screening questions, they should be permitted to enter the workplace.

4.1.6. Anyone who does not pass screening shall not enter the workplace and shall self-isolate and complete the [COVID-19 Self-Assessment](#) for next steps.

4.1.7. If while onsite, any individual becomes ill or develops any symptoms, they must notify the Town of Collingwood immediately and cannot return until cleared by the Simcoe Muskoka District Health Unit to do so.

4.1.8. Appropriate face protection must be worn when entering Town facilities, in common areas, and anywhere that physical distancing cannot be maintained.

- This may include a cloth face covering, non-medical mask, surgical mask and/or face shield.

4.1.9. Maintain a minimum physical distance of 2 metres from others at all times.

4.1.10. Ensure hand sanitizer of at least 60-70% alcohol content is available inside entrances.

4.1.11. While onsite, all individuals will follow all applicable Regulations, including any Town of Collingwood requirements.

4.2. Personnel Active Screening Procedure

4.2.1. Prior to entering a Town facility, personnel will be required to answer "No" to all self-screening questions on the Screening Poster posted at all entrances.

- This will prevent those with COVID-19 risks from coming into our workplaces and potentially exposing others.

4.2.2. Personnel who answer "Yes" to any of the self-screening questions, will not be permitted to enter the facility, will be instructed to self-isolate, notify their Supervisor, and complete the online COVID-19 Self-Assessment.

- Reference the Town's Case Management Procedure for next steps.

4.2.3. Personnel will be required to record these results by [completing the electronic self-screening questionnaire online from any electronic device](#) (i.e. computer, smart phone, tablet/iPad).

4.2.4. To complete the electronic self-screening questionnaire:

- Access the questionnaire on the [Staff Portal](#) Home page, from the electronic device of your choice.

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- Answer all of the screening questions outlined by Public Health.
- At the end of the questionnaire, click on "I affirm" to confirm answering all questions.
- Personnel must follow the instructions provided depending on the results of the questionnaire.

4.2.5. Supervisors and Managers are responsible for [reviewing the completion of staff questionnaires](#) daily to ensure all staff have screened prior to their shift and to follow up with staff who have not completed.

4.2.6. For contact tracing purposes, staff will record the facilities they have accessed, individually, as per that Departments contact tracing procedures (i.e. Daily Task Log).

4.2.7. Staff who refuse to complete the screening questionnaire will not be permitted to enter any Town facility, and may be subject to progressive discipline.

4.3. Contractor Active Screening Procedure

4.3.1. Contractors must complete the Contractor Pre-Screening Form prior to any site visits to Town facilities.

4.3.2. Contractors must provide the completed copy to the Town Representative, either by email or paper, for review, prior to access.

4.3.3. Contractors may access Town facilities only if "No" is answered to all questions.

4.3.4. The form shall be completed each time a period of more than 24 hours has passed since being on site.

4.3.5. The contractor must check-in with the Town Representative on a daily basis to confirm there have been no changes to any of the answers on the form for any of their staff on site.

4.4. Visitors Screening Procedure

4.4.1. Visitors must answer all questions on the self-screening poster, before entering a Town facility.

4.4.2. Visitors may enter Town facilities only if "No" is answered to all questions.

4.4.3. Staff will fill out the Contact Tracing Log, for anyone who was in close proximity (less than 2 m) for a prolonged period of time (more than 15 minutes).

- A staff member will record the visitor's date and time of attendance, name, and telephone number or email address where they can be reached.

4.5. Retention of Records

4.5.1. Records must be maintained for all individuals entering Town facilities for contract tracing purposes.

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4.5.2. The retention of these records is considered transitory after 30 days and must be kept for one year as per the Town's Records Retention Schedule, By-law 2009-038.

4.5.3. Screening records must be stored in TOMRMS, under P03 – Emergency Planning and must be stored securely if retaining a hard copy.

5. Relevant Documents

- 5.1. Case Management Procedure
- 5.2. Contact Tracing Log
- 5.3. Contractor Pre-Screening Form
- 5.4. Screening Tool Poster
- 5.5. Use of Face Masks Procedure

6. References:

- 6.1. [Screening Tool for Workplaces](#) Ministry of Health
- 6.2. [COVID-19 Guidance for Essential Workplaces](#) Ministry of Health
- 6.3. [Guide to developing your COVID-19 workplace safety plan](#) Ministry of Labour, Training and Skills Development
- 6.4. [Resources to prevent COVID-19 in the workplace](#) Ministry of Labour, Training and Skills Development
- 6.5. [Occupational Health and Safety Act](#) Ministry of Labour, Training and Skills Development
- 6.6. [Reg. 364/20: Rules for Reopening in Stage 3](#)
- 6.7. [COVID-19 \(coronavirus\) in Ontario](#)

7. Revision History

Sections	Revision Notes	Rev	Date
All	New procedure	0	30-Nov-20