

COVID-19 Active Screening Protocol When Attending City Facilities



HEALTH AND SAFETY DIRECTIVE

Issue Date: November 11, 2020

Revision Date: NA

Any omissions or correction should be brought to the attention of the Originator.

OVERVIEW

This Directive follows the City of Vaughan's Corporate Occupational Health and Safety Policy and is a companion to Corporate COVID-19 protocols and Departmental level standard operating procedures.

This directive applies to all City employees, members of council and contractors who attend city facilities.

The information in this directive provides the necessary information for COVID-19 screening as required by Ontario Regulation 364/20. This active COVID-19 screening protocol is not used as a clinical assessment tool or intended to take the place of medical advice, diagnosis or treatment.

PURPOSE

To minimize the spread of COVID-19, daily fit for work screening is required for all employees, members of council and contractors who are required to attend a City facility. It is important for all workers to stay home when they are sick. The strategy is built on a foundation of awareness, trust and shared responsibility.

DEFINITION

Active Screening: Active screening includes asking questions, electronically or in another format deemed appropriate by the City, to determine if you have a COVID-19 risk factors present and the determination as to whether an individual is permitted to enter City of Vaughan facilities.

DIRECTIVE

1. The primary method for completing the daily COVID-19 screening is through an electronic questionnaire that is accessible through an OCIO link that when completed will generate a pass/fail email response to the user.
2. Employees, members of council and contractors are required to screen each day **prior** to entering a City facility.

3. All employees, contractors will have access to the COVID-19 questionnaire through the following tools.

E-mail:

- Click [here](#) to access the COVID-19 screening tool from a corporate city e-mail address (For Employees with Corporate Accounts/Email):
- Click [here](#) to access the COVID-19 screening tool through an external e-mail address (For Employees and Contractors who do not have a Corporate Account/Email)

4. When screening through e-mail, if you have answered YES to any of the questions, you will be instructed by email not to enter the workplace. If you have answered NO to all questions, you will be permitted to enter the workplace. Sample e-mail messages that will be sent are shown below.

- **Sample Email Message Indicating a Pass:**

*You have **Passed** the COVID-19 screening test and are **Permitted** to enter City of Vaughan facility.*

- **Sample Email Message Indicating a Fail:**

*You have **NOT passed** the COVID-19 screening test and are **NOT permitted** to enter City of Vaughan facility, including any outdoor or partially outdoor workplaces.*

You are required to contact your supervisor/primary contact at the City of Vaughan and go home immediately to self-isolate and contact your healthcare provider or Telehealth Ontario at 1-866-797-0000 to find out if you need a COVID-19 test.

Please note that this notification has also been sent to your supervisor/City of Vaughan contact who will discuss with you the next steps in this matter.

5. In the absence of technology to complete the electronic COVID-19 screening questionnaire, a paper format questionnaire will be made available to employees, contractors. Completed copies of the questionnaire must be provided to the Supervisor or City Representative prior to entering the facility.
6. All screening results will be sent simultaneously by email to your functional supervisor or city representative.
7. People Leaders and/or City Representatives are responsible to communicate to all employees and contractors regarding the expectations of COVID-19 screening protocols.

8. The COVID-19 Screening Questionnaire results shall be retained on record for a period of 90 days and after that destroyed.

ROLES AND RESPONSIBILITIES

Managers/Supervisors/City Representatives for Contractors

- Will direct their respective employees or contractors who attend a city facility complete the COVID-19 Active Screening tool prior to attending or before entering the workplace.
- Are to monitor emails daily to confirm employees who are scheduled to be in workplace have:
 - a) Completed the COVID-19 screening tool prior to attending the workplace and,
 - b) Are cleared to attend the workplace.
- Are to monitor emails daily to confirm employees who are scheduled to be in workplace have completed the COVID-19 screening tool prior to attending the workplace.
- Employees or contractors who have not passed the COVID-19 screening will be given direction to contact you. If they do not do so, they should be contacted and provided with further direction on next steps.
- Employee or contractors who have attended the workplace and failed to complete the screening are to be addressed. If they fail to complete the screening repeatedly, even after reminders, please contact Human Resources for advice.
- Notify Human Resources of any instances of employees/contractors who have been directed to not attend the workplace

Employees:

- Monitor yourself daily for COVID-19 related symptoms and complete the COVID-19 active screening tool daily prior to attending any city facility.
- Employees who fail to complete the COVID-19 screening tool are not be permitted to enter a city facility.
- If the COVID-19 screening results direct you to not attend the workplace, notify your supervisor or designate and advise them of the results of your active screening test.
- If when at the workplace, you begin to exhibit symptoms, do not interact with others and notify your supervisor. If you are not able to leave the workplace immediately, attend the facilities isolation room and wait for further direction.

Facilities Services:

- Ensure signage in appendix A is posted by each facility entrance identifying the COVID-19 active screening protocols.

Office of the Chief Human Resources Officer:

- Is the originator of this Directive and will make changes to it when necessary to address administrative, technical or legislative changes.
- Communicate this Directive to all Senior Management who will in turn communicate this Directive to employees and ensure that monitor compliance.

Office of the Chief Information Officer:

- Manage the necessary licenses to be compliant with product licensing requirements.
- Manage access to forms, code and data sources and adjust as necessary upon request from the solution owner (Workplace Health and Safety Specialist or Designate).
- Enforce data retention rules as per the solution owner's (Workplace Health and Safety Specialist or Designate) directive.

RELATED DOCUMENTS:

Provincial COVID-19 Rules [O. Reg. 364/20](#)

City of Vaughan – [A Day in the Workplace](#)

City of Vaughan – [Worksite Visits During COVID-19](#)

Public Health Ontario – [You were tested for COVID-19, What should you know](#)

Appendix A – COVID-19 Active Screening Signage



All City staff, Council Members and external contractors are **REQUIRED** to take the **ACTIVE SCREENING QUESTIONNAIRE** before entering any City facility.



If you have not taken the **MANDATORY** screening assessment questionnaire, you cannot enter the building. Please reach out to your City of Vaughan contact and complete the questionnaire before entering.

