

DEPARTMENT OF FAMILIES CIRCULAR

Date: November 23, 2020

CIRCULAR NUMBER: COVID-19 2020-193

To: **Community Living disABILITY Services Staff and Residential Care Licensing Staff**

Subject: **Pre-Screening Assessment for In-Person Visits**

Type: Policy

Procedure

Effective Date: Immediately

This circular is to advise community service workers (CSWs), direct support providers (DSPs), and Residential Care Licensing (RCL) case managers of a revised pre-screening assessment tool that must be used prior to conducting any in-person visit with program participants or service providers, including all visits to homes and day services.

Pre-Screening Assessment

Staff must complete one pre-screening assessment per visit. Families, service provider staff or operators must respond to the questions with all household members (for in-home visits) or all attendees (for day services visits) in mind, including staff (if applicable).

Staff must retain the completed pre-screening assessment for any in-person visit they conduct.

If the respondent answers “no” to all of the questions, the visit may proceed with the appropriate use of personal protective equipment (PPE).

If the respondent answers “yes” or “unsure” to any of the questions, staff must contact their supervisor or resource coordinator for direction prior to the visit. Depending on the reason for the visit, staff may be directed to conduct the visit with the appropriate use of PPE.

Personal Protective Equipment

Staff must wear a medical mask and protective eyewear for any in-person visit with program participants or staff. Gloves and a gown are not required if the respondent answers “no” to all of the pre-screening questions. Gloves and a gown are required if the respondent answers “yes” or “unsure” to any of the questions. Staff must practice meticulous hand hygiene before and after any visit, and when donning and doffing PPE. Refer to Shared Health’s instructional materials for [donning](#) and [doffing](#). Staff must practice physical distancing whenever possible.

Remote Visits

Staff are encouraged to connect with participants, their families, support networks and staff remotely where appropriate, including by telephone, GoToMeeting or Microsoft Teams.

If you have any questions related to COVID-19, please contact the Rapid Response Team at (toll free) 1-866-906-0901.

If you have any other program related questions, please contact CLDS Leading Program and Practice Specialists Marylea Mooney at 204-945-3360, Russ Kathler at 204-945-8183 or Ibrahim Janneh at 204-390-1434.

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cc: Distribution List

Attachment:
In-person visit pre-screening questions