

CIRCULAR

Date: October 9, 2020

CIRCULAR NUMBER: COVID#: 2020-134

To: CFS Authorities, CLDS Service Providers, and Community Care Providers

Subject: Staff Screening Prior to Attending Workplace

Program(s): CFS and CLDS

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Topic: Active screening of incoming staff

Child and Family Services (CFS) and Community Living DisABILITY Services (CLDS) are increasing protective measures to ensure the safety of employees, residents and program participants and to limit the risk of COVID-19 in our workplaces.

With guidance from public health, please ensure that all staff take the following steps prior to entering any CFS or CLDS facility at the beginning of each shift and anytime they leave the facility and reenter:

1. All staff must be provided with a copy of [workplace screening questions](#). These questions are to be reviewed and answered by staff in advance of their shift so that they may self-screen before attending the facility.
2. At the start of each new shift, staff must provide their signature to confirm that they have completed the self-screening process and responded "No".
 - In terms of documentation, Community Care Providers (CCP) or CLDS Service Providers may have staff sign in the Communication Log that they self-screened and answered "no" to each question.
3. If a staff member answers "yes" to any screening question, they are not to enter the facility.
 - Staff should contact their supervisor or designate by telephone in advance of their shift if they answer "yes" to any of the screening questions.

- When self-screening occurs on-site (in advance of a shift) and an employee self-screens with a “yes” response, then the supervisor/manager is informed immediately and makes all necessary replacement arrangements and informs a senior manager.
 - Staff are advised to stay home, isolate and refer to the online COVID-19 Screening Tool at <https://sharedhealthmb.ca/covid19/screening-tool/> or call Health Links – Info Santé at 204-788-8200 or toll free at 1-888-315-9257 for further guidance.
4. These staff are asked to provide the CCP or CLDS Service Provider with an update in regards to their current and upcoming work schedule, as determined by advice on duration of isolation from Health Links – Info Santé.
- CLDS Service Providers must complete the Situational Management Plan and submit to their Program Manager as soon as possible.
5. CCPs and CLDS Service Providers must retain the record of each staff person’s daily screening outcome.

The attached Community Care Provider / CLDS Service Provider COVID-19 Employee Screening Tool has been adapted from Shared Health’s COVID-19 Staff Screening Tool and is subject to change based on public health recommendations. Updates will be circulated to all CCPs and CLDS Service Providers. Use of the [online checklist](#) and frequently checking it to ensure the most up –to –date version is being used is recommended.

Please post the attached the Employee Self-Screening Reminder poster at the entrance of each facility.

The self-screening tool is a part of the department’s ongoing expectation that all staff reduce the risk of infection and spread of the virus by:

- staying home if sick, even if symptoms are only mild, and contact Health Links – Info Santé at 204-788-8200 or toll free at 1-888-315-9257 for further guidance,
- using all required PPE as directed,
- frequently washing hands with soap and water for 20 seconds or using an alcohol-based hand sanitizer,
- practicing social distancing (i.e. two meters or six feet), except for brief exchanges,
- practicing proper cough etiquette, and
- implementing increased environmental cleaning/disinfection.

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