

July 17, 2020

It is important to understand how to reduce the risk of someone coming to work that may have COVID-19 or related symptoms and how to respond if there is an onset of symptoms during the course of the workday. This document outlines both the COVID -19 pre-shift screening and the rapid response processes.

**Pre-Shift Screening**



The COVID-19 Pre-Shift Screening Checklist (PSC) has been established to help determine fitness for work during COVID-19 and help minimize the spread of the virus. This checklist is not the same as, nor is intended to replace a general physical examination performed by a family physician.

The pre-shift screening checklist is to be completed daily, unless otherwise directed and updated in the [City of Edmonton COVID-19 Employee Relaunch Guide](#). It is to be completed individually prior to coming into work or onto a job site to establish fitness to attend work

The checklist is available in both:

- 1. [Printable Form](#) (8.5 x 11)
- 2. [Electronic Form](#) (can be completed through a desktop, tablet, or smartphone)
  - a. [Guidance for creating shortcut on a mobile device](#)

**QR Code for ease of access to the Electronic version of the Pre-Shift Screening Form**

	<p><b>How to scan a QR code</b></p> <ol style="list-style-type: none"> <li>1. Open the Camera app from the Home screen, Control Center, or Lock screen.</li> <li>2. Select the rear facing camera. Hold your device so that the <b>QR code</b> appears in the viewfinder in the Camera app.</li> <li>3. Tap the notification to open the link associated with the <b>QR code</b>.</li> </ol> 
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**Pre-Shift Screening Checklist**

- Is to be completed before leaving your residence, prior to starting your shift, by answering all the questions
- You may only proceed to work onsite if you have answered NO to all the questions.
- If you answered YES to any of the screening questions you must contact your supervisor, complete the [AHS Self Assessment](#), and self-isolate (if required).

### Toolbox Talk

A pre-shift screening toolbox talk has been prepared to assist in raising awareness of the importance of screening. Click on the following to retrieve the [Pre-Shift Screening Toolbox Talk](#).



PRE-SHIFT SCREENING CHECKLIST		
This screening must take place PRIOR to coming to work and NOT in the workplace.		
Name:		
Date:		
	Not Cleared	Cleared
Have you, or anyone in your household, travelled outside of Canada in the last 14 days?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any of the following symptoms? <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Shortness of breath (at rest or laying down) / Difficulty breathing</li> <li>• Sore throat or painful swallowing</li> <li>• Runny nose or stuffy nose or nasal congestion</li> <li>• Feeling unwell / Fatigued</li> <li>• Gastrointestinal symptoms (nausea, vomiting, diarrhea or unexplained loss of appetite)</li> <li>• Headache or chills</li> <li>• Unexplained loss of sense of smell or taste</li> <li>• Unexplained muscle or joint aches</li> <li>• Conjunctivitis, commonly known as pink eye               <ul style="list-style-type: none"> <li>○ For up to date list of symptoms: <a href="#">Covid-19-testing-in-alberta</a></li> </ul> </li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or anyone in your household had close unprotected* contact (face-to-face contact within 2 metres/6 feet) with someone who is ill with cough and/or fever?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you or anyone in your household been in close unprotected contact in	<input type="checkbox"/> Yes	<input type="checkbox"/> No

the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?		
Do you have a medical condition that may impact your ability to complete your work activities? If yes, please contact your Disability Management Consultant.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A copy of this assessment is to be kept by the employee for at least 14 days.		

**Note: Re-evaluation of screening protocols are ongoing. Depending on risk and rate of exposure, use of temperature checks may be appropriate for specific groups that are unable to physically distance.**

July 17, 2020

# COVID-19 Pre-Shift Screening Checklist

Together, we can contribute to a safe and healthy workplace for everyone by ensuring we are fit for work, and staying home when we are sick. The COVID-19 Pre-Shift Screening Checklist (PSC) is a simple self evaluation and helps promote people to stay home when they are sick.

## What is a COVID-19 Pre-Shift Screening Checklist (PSC)?

It is important to reduce the risk of someone coming to work that may have COVID-19. The self screening checklist is a quick and convenient way for you to screen for any symptoms of COVID-19 **prior to your shift.**

## Who needs to complete pre-shift checklists?

All employees working at City of Edmonton sites are required to complete a pre-shift screening prior to starting their shift. For example, prior to leaving to work from home, an employee would complete the pre-shift screening checklist and determine if they are fit for work or not.

## Where do I find a checklist, and how do I fill it out?

It has been made easy with 2 different options for completing the checklists:

1. [Printed paper copy](#)
2. [Electronic version](#)

[Guidance for saving the form on Phone - Creating Shortcut](#)

Simply follow the instructions on either the paper, or electronic version.

## QR Code for ease of access to the Electronic version of the Pre-Shift Screening Form



### How to scan a QR code

4. Open the Camera app from the Home screen, Control Center, or Lock screen.
5. Select the rear facing camera. Hold your device so that the **QR code** appears in the viewfinder in the Camera app.
6. Tap the notification to open the link associated with the **QR code.**



## What do I do with the checklist after I complete it?

If you're using a paper copy, ensure you keep a record of it for 14 days, then discard. If you're using the electronic version, there is no need to keep a record.

## What happens if I answer YES to one of the questions?

- If you answer **NO** to all the questions, you are considered **fit for work** and can go in for your shift.
- If you answer **YES** to any of the questions, you **MUST contact your supervisor** for further direction on how to proceed.

### On the Job Self Check Ins

Ask yourself these questions periodically (ie. once or twice per shift) throughout the workday:

- Are you still symptom free or has something changed?
- Are you utilizing proper PPE when working within 2 meters (6 feet) of another employee or member of the public?
- Are you washing or sanitizing your hands before and after conducting a task? Eating lunch? Using the restroom?

## Rapid Response

If employees are showing any type of COVID-19 symptoms they should stay at home and complete the AHS Self Assessment. However, if they develop symptoms of COVID-19 while at work, they should leave the workplace immediately. Employees should only return to the workplace once they are no longer showing symptoms (10 days of strict isolation at the least) or otherwise directed by AHS.

According to the [City of Edmonton Employee Guide](#), anyone concerned that they are at risk of having contracted COVID-19 should immediately complete Alberta Health Services' (AHS) COVID-19 Self-Assessment and contact Health Link at 811 if symptoms worsen (or if you have questions). If they have any of the following symptoms they should call 911 immediately.

- Difficulty breathing;
- Severe chest pain;
- Feeling confused;
- Have lost consciousness; or,
- Having a very hard time waking up

### Rapid Response for Symptomatic Person at Worksite

All employees are to report any signs of illness to their immediate supervisor as soon as possible. Once it has been reported, Supervisors are to:

1. Request that the employee immediately leave the workplace to begin isolation, self-monitoring, and complete the online AHS COVID-19 Self Assessment.
2. Advise the employee not to take public transit home. If required, arrange alternative transportation for the employee:
  - a. Arrange for someone from their household to come and pick them up.
  - b. Arrange the use of an alternate City of Edmonton vehicle which allows significant space / separation between the driver and employee (ex. crew van, etc)
3. Provide the employee with a mask (if required) to wear while transporting home.
4. Advise employee to follow hand hygiene and respiratory etiquette and maintain at least two metres of distance from others until they are able to safely self-isolate at home.
5. Collect relevant information from the employee - people and places they came in contact with at work. Alberta Health recommends supervisors identify and record the names of all persons the

sick individual has been in close contact\* with in the workplace that day and in the 48 hours prior to when the symptoms started. NOTE: If self isolation and/or testing for members of the team is needed, AHS will direct them accordingly. If the employee has been directed to complete a COVID-19 test, Supervisors complete the [COVID-19 Employee Intake Form](#)

6. Stay connected with the employee for the testing date and result.
7. Ensure all surfaces and areas with which the person may have come into contact are cleaned and disinfected.
8. Supervisors can code an employee who is absent with COVID-19 symptoms with the QWP time code for up to 10 calendar days. Contact the Disability Management Consultant with any additional questions on time coding or if the absence goes beyond 10 calendar days.
9. Ensure the protection of employee’s personal information, including medical information and work status.
10. Remain in contact with the employee to stay informed of the employee’s health status and help them feel connected and supported. Follow up with the employee on test results and update the Coronavirus (COVID-19) Employee Intake Form once confirmed.
11. Follow the employee’s medical practitioner’s or public health direction regarding the appropriate timing for the employee to return to work.

\*As defined by AHS, close contact includes providing care, living with or otherwise having close prolonged contact (within two meters) while the person was ill, or contact with infectious bodily fluids (e.g. from a cough or sneeze) while not wearing recommended personal protective equipment.

## Supervisor Response Guide

Scenario	Actions		
	Employee	Supervisor/Manager	Disability Management Consultant
Employee develops symptoms of COVID-19 at <u>home</u>	<ul style="list-style-type: none"> <li>• Refrain from coming to work</li> <li>• Complete the AHS Self-Assessment</li> <li>• Follow the Self-Assessment outcome instructions</li> <li>• Contact immediate supervisor and inform them if you must isolate or take a test</li> <li>• Continually check-in with immediate supervisor to provide updates</li> </ul>	<ul style="list-style-type: none"> <li>• Prevent the employee from coming to the workplace</li> <li>• Determine if employee can work from home</li> <li>• Complete the <a href="#">COVID-19 Employee Intake Form</a> if the employee is taking a test</li> <li>• Update the intake form once test results are confirmed</li> <li>• Regularly follow up with the employee to stay informed of their status until clearance to return has been given</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with work area on questions regarding absences related to COVID-19 symptoms</li> <li>• Complete medical information requests for absences greater than 10 calendar days</li> <li>• Provide approval for QWP benefit to be paid beyond 10 calendar days of absence and determine timeline for return to work</li> <li>• Monitor the COVID-19 Employee Intake Form completions</li> </ul>
Employee develops symptoms of COVID-19 at <u>work</u>	<ul style="list-style-type: none"> <li>• Leave the worksite immediately and notify your supervisor</li> <li>• Maintain physical distance from others and continue hygiene practices until</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately direct the employee to go home</li> <li>• If the employee cannot leave the site immediately, direct them to a space that limits their interaction with others</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with the work area on any questions regarding absences related to COVID-19 symptoms</li> <li>• Complete medical</li> </ul>

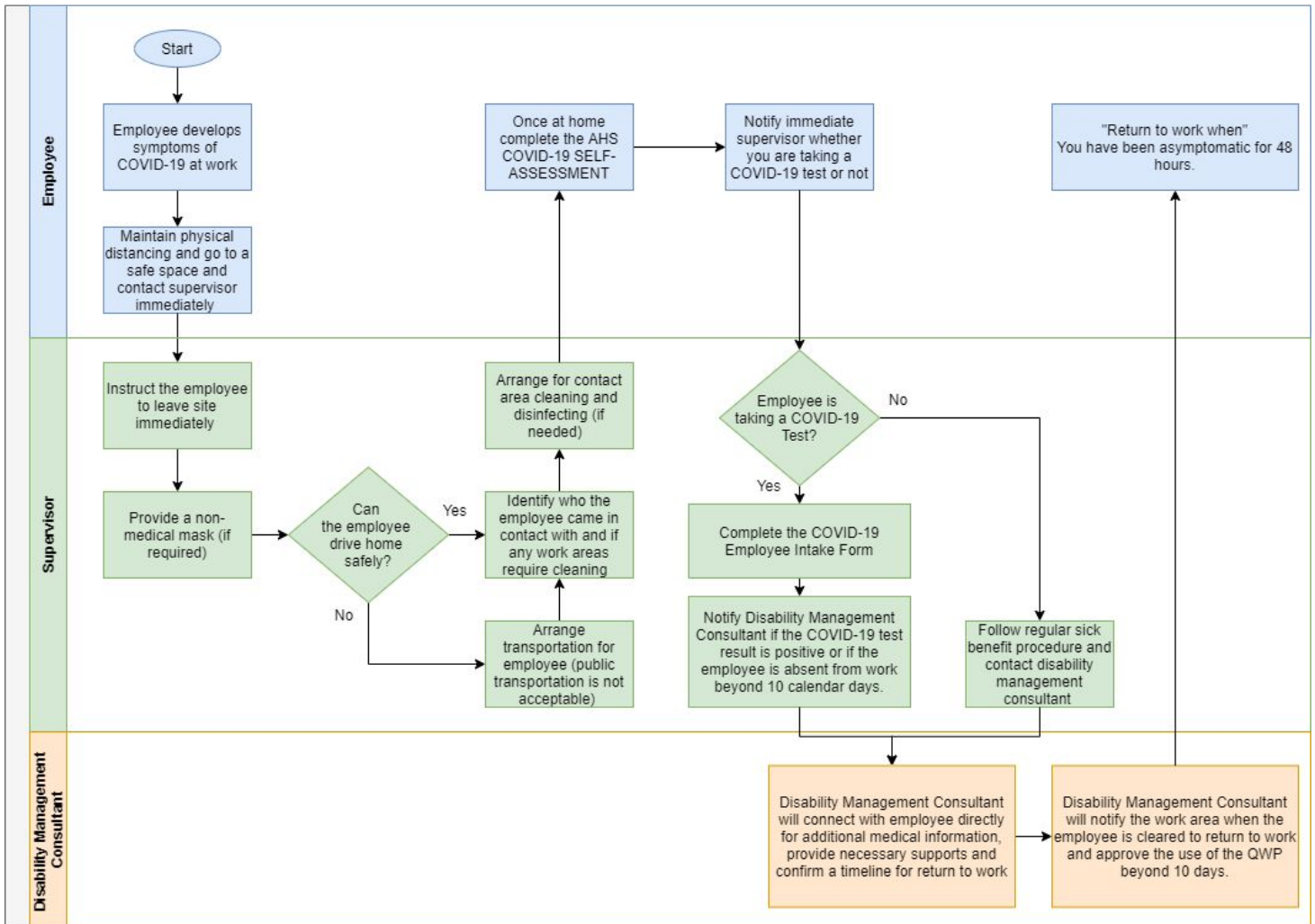
	<p>safely at home</p> <ul style="list-style-type: none"> <li>• Do not take public transit</li> <li>• Complete the AHS Self-Assessment</li> <li>• Follow the Self-Assessment outcome instructions</li> <li>• Contact immediate supervisor and inform them if you must isolate or take a test</li> <li>• Continually check-in with immediate supervisor to provide updates</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a mask (if required)</li> <li>• Arrange transportation (if needed) &amp; avoid public transit</li> <li>• After the employee has left the worksite, collect relevant information from the employee - people and places they came in contact with at work and arrange for cleaning if required</li> <li>• Complete the <a href="#">COVID-19 Employee Intake Form</a> if the employee is taking a test</li> <li>• Work with the Disability Management Consultant to determine whether other workers may need to be notified to self-isolate</li> <li>• Update the intake form once test results are confirmed</li> <li>• QWP time code can be used for up to 10 days</li> <li>• Notify the Disability Management Consultant If employee is absent with symptoms longer than 10 days</li> <li>• Regularly follow up with the employee to stay informed of their status until clearance to return has been given</li> </ul>	<p>information requests for absences greater than 10 calendar days</p> <ul style="list-style-type: none"> <li>• Provide approval for QWP benefit to be paid beyond 10 calendar days of absence and determine timeline for return to work</li> <li>• Monitor the COVID-19 Employee Intake Form completions</li> </ul>
<p>Employee's close contact (e.g. spouse, or partner) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Refrain from coming to work and must self-isolate until you receive further instruction</li> <li>• Contact immediate supervisor and advise them of situation</li> <li>• Complete a referral for COVID-19 testing</li> <li>• When a person tests positive for COVID-19, AHS will reach out to all persons identified as close contacts</li> </ul>	<ul style="list-style-type: none"> <li>• Prohibit employee from coming to the workplace</li> <li>• Determine if employee can work from home</li> <li>• Complete the <a href="#">COVID-19 Employee Intake Form</a> if the employee is taking a test</li> <li>• Update the intake form once test results are confirmed</li> <li>• Regularly follow up with the employee to stay informed of their status until clearance to return has been given</li> </ul>	<ul style="list-style-type: none"> <li>• Consult with work area on questions regarding absences related to COVID-19 symptoms</li> <li>• Complete medical information requests for absences greater than 10 calendar days</li> <li>• Provide approval for QWP benefit to be paid beyond 10 calendar days of absence and determine timeline for return to work</li> <li>• Monitor the COVID-19 Employee Intake Form completions</li> </ul>

## Flow Chart

A flow chart has been created to provide an overview of the process

[RAPID RESPONSE FLOW CHART PDF \(Printable version\)](#)

### Rapid Response - Symptomatic Employee at the Worksite



Additional information can be found:

- [City of Edmonton Employee Guide](#)
- [COVID-19 Test Results FAQ](#)
- [Positive and Negative Test FAQ](#)



# Supervisor Response and Dashboard

Once the employee fills and submits the COVID-19 Pre-Shift Screening Checklist and it is determined that the employee is NOT clear to work, the supervisor will get an automated email notification as an alert. The email notification will have the employee details and the link to the dashboard where the supervisor can see all submitted forms and their statuses (Clear / Not Clear).

In addition to using the dashboard to review electronic form submissions, Supervisors may also need to check in with employees to monitor completion of the hard-copy (paper) based forms.

## Alert - New record added in the Employee Self Screening

➤ Inbox x COVID-19 SMARTSHEET FORM x

Farhan Ali via Smartsheet <automation@smartsheet.com>

1:32 PM (9 minutes ago)

to me ▾



Please see the Dashboard showing the Home Screening Data

<https://app.smartsheet.com/b/publish?EQBCT=cb6c18d43c6e4a9d8c9b07e8537835e6>

### Email Notification

SUPERVISOR REPORT - COVID-19 PSC							
Clear to Return to Work?	Employee Name	Employee Email	Supervisor Email	Branch	Department	Facility	Created
●	Natasha Hodder	natasha.hodder@edmonton.ca	lisa.waschuk@edmonton.ca	Workforce Safety and Employee Health	Employee Services	Edmonton Waste Management Centre	06/30/20 7:37 AM
●	John Scarlett	john.scarlett@edmonton.ca	farhan.ali@edmonton.ca	Edmonton Transit Service	Employee Services	Artifacts Centre O'Keefe Yard	06/30/20 12:30 PM
●	Travis Cooper	john.scarlett@edmonton.ca	farhan.ali@edmonton.ca	Business Performance and Customer Experience	Employee Services	Beechmount Cemetery Mtce Bldg	06/30/20 12:36 PM

[Link to Supervisor Dashboard](#)