

COVID-19 Symptoms Self-Screening and Rapid Response

The most effective way to stop the spread in the workplace is for employees to self-screen before work and self-isolate at home if they meet criteria outlined below. If an employee develops symptoms while at a worksite, it is important to respond quickly and appropriately.

To further reduce the likelihood of contact in the workplace, employees are expected to adhere to [physical distancing measures](#). Keep a distance of at least two arm lengths (approximately two metres) from others as much as possible and ensure your working space is two arm lengths away from your closest co-worker. Hazard assessments detail further operational and site-specific physical distance measures that are to be followed.

Pre-Work Employee Symptoms Self-Screening and Monitoring

All employees are required to assess their health each day **before** reporting to work using the City's Pre-shift Screening Checklist (PSC). Should an employee answer Yes to any question on the PSC, they must then complete the Alberta Health Services (AHS) [COVID-19 Self Assessment](#). The PSC form has only a few simple questions and can be easily completed from a mobile device.

Employees are to stay at home if they meet any of the following criteria:

- showing symptoms indicated in the AHS COVID-19 Self-Assessment;
- in the past 14 days, travelled to anywhere outside of Canada and have since returned home;
- in the past 14 days, at work or elsewhere, *while not wearing appropriate personal protective equipment*:
 - had close contact* with a confirmed case of COVID-19;
 - had close contact* with a person with acute respiratory illness who has travelled anywhere outside of Canada within 14 days prior to illness onset.

Anyone who is ill with acute respiratory illness symptoms needs to stay home, and must follow the Public Health Order to isolate and practice basic respiratory and hand hygiene, for a minimum of 10 days from the start of symptoms, or until symptoms resolve, whichever is longer.

Rapid Response to Symptomatic Person at Worksite

Employees, volunteers or patrons who appear to have acute respiratory illness symptoms upon arrival to a worksite, or become sick while there, should go home and begin isolation immediately. Supervisors should follow [Instructions for COVID-19 Assessment, Testing and Results Reporting](#) for their employees.

After being directed to leave the worksite, symptomatic people should 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. Employees should be advised not to take public transit home and work with their supervisor to arrange alternative transportation.

All surfaces and areas with which the person may have come into contact should be cleaned and disinfected. Supervisors should refer to the [Employee Safety FAQ](#) for more information about the enhanced cleaning and disinfection practices for specific worksites.

To help AHS perform timely tracing of close contacts, 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. AHS or Workforce Safety and Employee Health may request this information if the sick individual later tests positive for COVID-19.

**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.*