

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

1. Open the Camera app from the Home screen, Control Center, or Lock screen.
2. Select the rear facing camera. Hold your device so that the **QR code** appears in the viewfinder in the Camera app.
3. 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.

## 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.

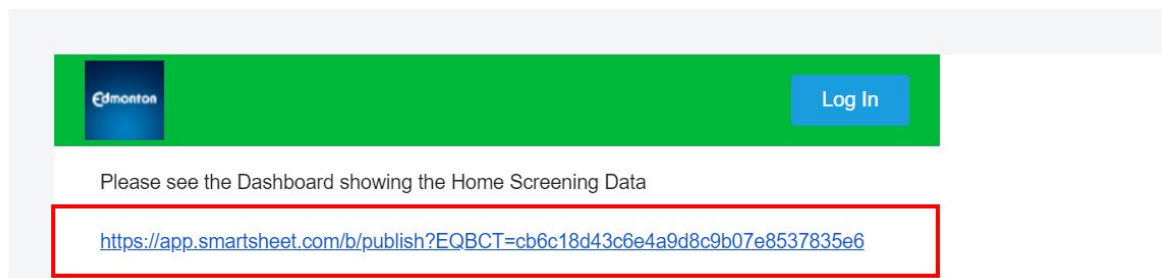
### Alert - New record added in the Employee Self Screening

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

### 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?