

COVID-19 Active Screening Tool: Instructions for Use

For the homelessness shelter system

The information in this document is current as of July 9, 2020. Those who choose to use this resource are responsible to modify the screening criteria and/or other relevant information according to any Ministry of Health updates/changes.

Screening Supplies Checklist (at Entrance)

- Location for screening that will ensure physical distancing and privacy
 - Turn the screening table lengthwise with the screener at one end to ensure the 2-metre distance is maintained.
 - Mark a spot on the floor 2 meters away from the screener where the individual being screened should stand.
 - Mark spots on the floor 2 meters apart for individuals to stand when waiting in line to be screened.
- Script for screening (including process for non-compliant visitors).
- Signage to support active screening process.
- Alcohol-based hand sanitizer at the screening table.
- Thermometer (infrared/touchless preferred).
- Supply of disposable masks for essential visitors if needed.
- Clear doors to allow for single file entry (2 meters between people in line).
- Supplies on hand to keep setting clean and disinfected.
- If possible, set up a physical barrier (i.e. plexiglass) that staff can be behind when conducting screening.
- *Medical face mask and eye protection (that can be cleaned and disinfected)* for staff conducting the active screening and taking temperature. Disposable gloves should also be worn if the thermometer isn't infrared/touchless. Store these items in a manner that prevents contamination (i.e. closed container).
- *Medical face masks* for any individuals with symptoms needing to go to a COVID-19 Assessment Centre.
- Non-medical mask (e.g. reusable cloth mask) available for residents who would like to wear one.
- Personal Protective Equipment (PPE) available (e.g., medical masks, eye protection, gowns and gloves) for staff who need to provide direct care or service within 2 meters of an ill person identified on entering facility.

When to Screen

- Actively screen staff and visitors before they enter and leave the building.
- Actively screen new clients before admission to services.
- Existing clients/shelter residents should also be actively monitored twice daily (including temperature) for COVID-19 symptoms and potential exposures.

Screening Process for New Clients, Staff and Visitors

STEP 1: Greet everyone with a friendly, calm and reassuring manner.

Good morning/afternoon! We need to conduct a quick screening for potential risks of COVID-19 with everyone entering our building.

STEP 2: Ask the individual to sanitize their hands and, if they are a staff person or visitor, put on a mask.

If a visitor didn't bring a mask with them, provide them with a mask from the shelter's supply. Provide handout about safe mask use if needed.

If available, offer a reusable cloth mask to new clients and provide handout about how to wear and care for the mask safely. Masks are optional for clients but should be encouraged when physical distancing is a challenge.

STEP 3: Complete the *COVID-19 Active Screening Tool* with the individual being screened.

STEP 4: Interpret results and advise.

a) Allow entry

- If the staff/visitor/client answers NO to questions 1 through 4, they have passed and can enter.
- Ask individual to practice physical distancing, self-monitor for symptoms and inform a staff member or their supervisor immediately if they begin to feel unwell.

b) Refuse entry

- **Staff/visitors are not permitted to enter when:**
 - Temperature of 37.8C (100F) or higher
 - Answer YES to questions 1, 2, 3 or 4

They should be advised to self-isolate and call their health care provider or go to an Assessment Centre to be tested for COVID-19. Staff should also notify their manager/immediate supervisor.

- **Clients are advised to seek testing when:**
 - Temperature of 37.8C (100F) or higher
 - Answer YES to questions 1, 2, 3 or 4

Individual should be assessed at the nearest COVID-19 assessment centre and appropriate housing arrangements will be made for the isolation period.

For Shelter Clients

Script: *“I’m sorry, but you cannot come in today. We recommend you get tested for COVID-19. Can I help you get to an assessment centre?”*

- Ask client to sanitize hands and put on a medical face mask.
- Direct client to an area away from others and where 2 m (6 feet) physical distancing can be maintained.
- *If providing any direct care to client*, sanitize your hands and put on a medical face mask, disposable gloves, gown and eye protection.
- Recommend and support client to seek testing at the nearest COVID-19 Assessment Centre.
- Check Public Health’s [website](#) for the current clinic locations and hours of operation.

If transportation is required:

- If client requires transportation to the Assessment Centre and the shelter does not have transportation services available, call WDG Public Health (519-822-2715 ext. 7006) to request transportation to the nearest Assessment Centre via Red Car. Currently, Public Health is able to arrange this service during the following hours: Monday-Saturday 9 a.m. to 4 p.m.
 - Provide pick-up address, name, and number.
 - Provide drop-off address of Assessment Centre.
 - Red Car will call back to confirm a pick-up time.
- If the pick-up time does not work, staff should call a taxi for transportation.

STEP 5: Screen at end of shift/visit.

Take individual's temperature, ask about any new/worsening symptoms, and note time of departure from the facility.

If the individual has new/worsening symptoms or a temperature of 37.8 C (100 F) or higher, advise them to:

- self-isolate
- call their health care provider or go to an assessment centre to be tested for COVID-19
- notify their manager/immediate supervisor (if applicable)

The shelter is encouraged to contact WDG Public Health (519-822-2715 ext. 4752) if a staff or essential visitor may have COVID-19 to facilitate timely contact tracing and outbreak management within the setting.

The exit information will not apply to clients with an extended stay at a shelter. They will move to the twice daily monitoring process.

Monitoring of Existing Clients

Actively monitor existing clients for COVID-19 symptoms (including temperature) and potential exposures at least 2x/day using the questions on the *COVID-19 Monitoring Tool for Existing Shelter Clients*.

If anyone has a temperature of 37.8C (100F) or higher or responds YES to questions 1-11, client should remain in self-isolation until they can be assessed at the nearest COVID-19 Assessment Centre. Client should perform hand hygiene, put on a medical mask and practice physical distancing when leaving for the assessment centre. If staff must provide any direct care to the client, staff should perform hand hygiene and put on a medical face mask, disposable gloves, gown and eye protection.

The shelter is encouraged to contact WDG Public Health (519-822-2715 ext. 4752) to facilitate timely contact tracing and outbreak management within the setting.

Important Notes

- The screening tool should be used to determine if the individual needs to seek further care.
- If an individual is having severe difficulty breathing or experiencing other severe symptoms, call 911 immediately. Advise paramedics of their symptoms and travel history.
- All individuals returning from outside of Canada must self-isolate for **14 days upon return**. All individuals should be advised to practice physical distancing.

- There are community supports available for people who are experiencing homelessness and require a place to self-isolate:
 - For clients in Guelph and Wellington, the Supported Isolation Centre (SIC) accepts referrals from the Guelph General Hospital (GGH) or the COVID-19 Assessment Centre. Arrangements can be made for clients through these channels.
 - For clients in Dufferin, the County of Dufferin can help to provide access to isolation accommodations.

Updated: July 9, 2020