

NOVEL CORONAVIRUS (COVID-19) GUIDANCE FOR ACTIVE SCREENING OF EMPLOYEES AT PROVINCIAL CORRECTIONAL INSTITUTIONS

EMPLOYEE SCREENING

Institutions should have a screener at the entrance to conduct active screening of institutional staff, visitors, contractors, cleaners and delivery personnel who are entering the secure area of the institution. These procedures are to apply seven days a week, 24 hours a day.

Active screening of employees:

- Active screening must take place each time an employee reports to work
- Employees should be directed to specified checkpoints for active screening
- Screening will be performed by designated institutional staff
- Active screening consists of temperature information and a standardized self-assessment questionnaire
 - When temperature checks are performed, a device that has been approved for use by each facility will be used
 - Staff should refer to the instructions on the packaging or the manufacturer's website for guidance on how to properly take an employee's temperature, as steps vary by brand and model
 - When using an ear thermometer, you must use a new disposable plastic cover for each temperature reading.

Criteria for screening out an employee:

- If after a second temperature check, an employee has a temperature greater than or equal to 38 degrees Celsius, entry to the facility will be denied.
- If an employee answers "yes" to feeling unwell, having a fever/feverish, new cough, difficulty breathing, unexplained muscle aches or fatigues, or other signs of new onset illness such as sore throat or diarrhea, entry to the facility will be denied.
- If an employee has travelled outside of Canada in the last 14 days, has had close contact with a person who has COVID-19, or has had close

contact with a person who is sick with respiratory symptoms who recently travelled outside of Canada within the last 14 days, entry to the facility will be denied.

Employees who have been screened out:

- Employees who screen out must contact their primary health care provider to discuss their situation to ensure a safe clearance to return to work.
- All employees must be actively screened upon their return to work
- Refer to the government's [COVID-19 website](#) and the [TBS employee page](#) for more information on how to answer employee questions related to COVID-19.
- For questions related to determining pay and leave status for employees who have been screened out, please speak to your HR Advisor.