

SECTION: Health & Safety		GUIDELINE #: JHS-033
Date Approved: June 23, 2020	Infection Control - Temperature Scanning and Screening	
Revision Date: January 6, 2022	Review Date: January 6, 2022	
Authority: Joint Health & Safety Committee		

PURPOSE

To implement a screening protocol as one of many measures to help control the spread of the COVID-19 outbreak and to support the health and safety of all.

SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors/Visitors
- Volunteers

DEFINITIONS

A “visitor” is anyone who is not an employee that accesses non-public areas of Town property or facilities, and includes contractors performing work at Town facilities or property. Committee members invited to a Town facility to participate in a meeting or other function are considered visitors.

A “patron” is a member of the public who is accessing the regular services of Town facilities in publicly accessible areas. Patrons are not considered visitors. Third party rental groups are considered patrons. Members of the public who choose to attend public committee meetings are considered patrons.

A “close contact” is person exposed to a symptomatic, presumed positive, or positive case, where they were less than 2m away from the other person for at least 15 minutes, or multiple shorter lengths of time, without PPE, in the 48hrs prior to symptoms beginning or positive test result, whichever came first.

OVERVIEW

The Town considers the health and safety of staff to be of the utmost importance. The use of temperature scanning and screening tools supports the Town’s safety-related duties that arise out of the *Occupational Health and Safety Act* (OHSA) and common law. Results of temperature scans and screening will assist the Town in making important health and safety decisions.

Screening questionnaires/tools, also known as self-assessments, used by the Town are based on those provided by Ontario Public Health. Public Health periodically updates their questionnaires, meaning that the Town may issue updated questionnaires for use by staff accordingly.

Information resulting from temperature scans and screening questionnaires does not constitute medical advice.

GUIDELINES FOR STAFF

1. Screening at Home

- i. Prior to reporting to the workplace for any shift, all staff are required to review the most current screening questionnaire to determine whether they are exhibiting symptoms consistent with COVID-19 or should not attend work for other COVID-19 related purposes.
- ii. Screens completed at home do not need to be recorded and submitted to anyone at the Town.
- iii. Staff are encouraged to take their temperature at home as part of this process, if they have access to a thermometer.

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- iv. If the at-home screen is negative, staff may report to work for their shift.
- v. If the at-home screen is positive, staff must not report to work, and must contact their Supervisor or designate via phone. These staff will be advised to contact their primary care provider for advice. Staff may be permitted to work from home if it is feasible to do so within their role.

Otherwise, staff may access the vacation, lieu, and/or sick time made available to them within HR-001 Personnel Policy, or may access applicable options provided within the *Employment Standards Act* (ESA) or through other government programs.

2. Screening at Work

- i. All staff will be subject to a temperature check and screen upon arrival to the worksite. Entering the workplace provides implied consent for the temperature check and screen.
- ii. Those waiting to complete their check and screen are required to maintain a minimum of 2m from others waiting in line.
- iii. Staff will take their own temperature using a hand-held infrared thermometer provided at the screening station and record the temperature on the self-assessment questionnaire, which will also be available at the screening station. Directions for using the thermometer are available within JHS-032(G) Infection Control – DIKANG Infrared Forehead Thermometer. The thermometer and writing utensils must be sanitized after use.
- iv. It is advised that staff refrain from participating in activities which could raise their temperature prior to reporting to work to avoid false elevated temperature readings (eg. strenuous physical activity). Staff who have participated in physical activities prior to arrival at work, such as walking or biking to work, are advised to wait 5 minutes prior to taking their temperature.
- v. Staff who have an elevated temperature (above 37.8 degrees Celsius or 100 degrees Fahrenheit) should exit the facility and contact their supervisor immediately via phone. These staff will be asked to return home to monitor their symptoms and self-isolate.
- vi. Staff who have a temperature which falls in the normal range must complete the remainder of the self-assessment questionnaire.
- vii. Staff who answer “yes” to any questions within the questionnaire should exit the facility and contact their Supervisor via phone. These staff will be asked to return home to monitor their symptoms and self-isolate.
- viii. Staff who do not have an elevated temperature and who answer “No” to all questions on the questionnaire are permitted to proceed to their work area. Questionnaires are to be provided to the employee’s Supervisor.

3. Elevated Temperatures and Positive Screens

- i. Any person exhibiting symptoms of COVID-19 should assume that they have the virus and may be contagious. That individual and anyone they live with must isolate.
- ii. Any staff member with an elevated temperature or who screens positive either at home or at the worksite will be advised to either remain home, or return home, and self-isolate.
- iii. Staff may be permitted to work from home if it is feasible to do so within their role. Otherwise, staff may access the vacation, lieu, and/or sick time made available to them within HR-001 Personnel Policy, or may access applicable options provided within the ESA or through other government programs.
- iv. Supervisors must notify Human Resources of any positive screens.
- v. The Town recognizes that medical conditions or other circumstances may result in elevated temperatures or other symptoms on a consistent basis. Staff in this situation should contact

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Human Resources. Medical documentation may be requested to support that the elevated temperature or condition is not cause for concern as it relates to COVID-19.

Staff who have an elevated temperature or who have screened positive may not return to the physical workplace until the following has been met:

For those who are fully vaccinated:

- The individual has isolated for at least 5 days
AND
- Symptoms have been improving for a minimum of 24 hours
AND
- The individual can pass the self-assessment screen

For those who are not fully vaccinated or are immunocompromised:

- The individual has isolated for at least 10 days
AND
- Symptoms have been improving for a minimum of 24 hours
AND
- The individual can pass the self-assessment screen

4. Temperature Scanning and Screening Refusals

- i. Any staff member who refuses to participate in temperature scanning and screening will not be permitted to punch in or proceed to their work area because of the risk entry could pose to the health and safety of others. These staff will be asked to return home and will be placed on an unpaid leave of absence.
- ii. Human Resources will contact any employee who refuses to participate in temperature scanning and screening to determine next steps.

5. “At-Risk” Employees

- i. Ontario Public Health has identified certain people who are considered part of an “at-risk” group. Persons in these groups may experience worse consequences and complications if they were to contract COVID-19. These groups tend to include older adults, those with chronic medical conditions, those with weakened immune systems, and those who frequent hospitals for treatment.
- ii. Staff who identify as being part of an at-risk group are asked to consult their healthcare provider for advice. Staff are encouraged to contact Human Resources to discuss their situation and to initiate the development of an Individual Accommodation Plan, if needed, in accordance with HR-019 Individual Accommodations & Emergency Response Plans Policy.

6. Collection, Use, and Disclosure of Information

- i. Where appropriate, the Town may collect, maintain, and/or disclose responses to temperature scans and screens to others who require the information in order to protect the health and safety of staff and visitors and to review and substantiate such actions.

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- ii. Those who are made privy to this information are required to maintain confidentiality as required by applicable law.
- iii. Screening documents will be maintained under lock and key by Supervisory staff for a period of one month. Alternatively, questionnaires may be stored electronically within properly permissioned folders on Town servers, or on other securely stored media devices, which limit access only to those who require the information.
- iv. Information provided in screens will be used for the sole purpose of determining whether it is safe for an employee to enter a facility.

GUIDELINES FOR CONTRACTORS AND VISITORS

1. Screening at Town Facilities

- i. All contractors and visitors must wear a mask, and will be subject to a temperature check and screen upon arrival to a Town facility. Entering the facility provides implied consent for the temperature check and screen.
- ii. All contractors and visitors must be met at the sign in station by their Town host. Those waiting to complete their sign in and screen are required to maintain a minimum of 2m from others waiting in line.
- iii. The Town host will take the contractor's or visitor's temperature using a hand-held infrared thermometer provided at the screening station. Directions for using the thermometer are available within JHS-032(G) Infection Control – DIKANG Infrared Forehead Thermometer. The thermometer must be sanitized after use.
- iv. It is advised that contractors and visitors refrain from participating in activities which could raise their temperature prior to visiting a Town facility to avoid false elevated temperature readings (eg. strenuous physical activity). If they have participated in physical activity prior to arrival, it is advised that they wait 5 minutes prior to participating in the temperature scan.
- v. Contractors or visitors who have an elevated temperature (above 37.8 degrees Celsius or 100 degrees Fahrenheit) will be advised to exit the facility immediately by the Town host. These contractors and visitors will not be permitted to enter the facility and will be advised to self-isolate.
- vi. Where a contractor or visitor has a temperature which falls in the normal range, the Town host will ensure the contractor or visitor records their temperature on the self-assessment questionnaire, which will also be available at the screening station, and completes the remaining questions within the questionnaire. Writing utensils must be sanitized after use.
- vii. Contractors and visitors who answer "yes" to any questions within the questionnaire will be advised to exit the facility immediately by the Town host. These contractors and visitors will not be permitted to enter the facility and will be advised to self-isolate.
- viii. Contractors and visitors who do not have an elevated temperature and who answer "No" to all questions on the questionnaire are permitted to enter the building and proceed with their activities. Note that all contractors and visitors are required to sign in in accordance with JHS-021(G) Contractor and Visitor Responsibilities.
- ix. Completed questionnaires must be submitted to the Town host and kept securely within the host department for one month.

2. Elevated Temperatures and Positive Screens

Any contractor or visitor with an elevated temperature or who screens positive will be advised to exit the facility and self-isolate. Any person exhibiting symptoms of COVID-19 should assume that they have the virus and may be contagious.

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Contractors or visitors who have an elevated temperature or who have screened positive may not return to a Town facility until the following has been met:

For those who are fully vaccinated:

- The individual has isolated for at least 5 days
AND
- Symptoms have been improving for a minimum of 24 hours
AND
- The individual can pass the self-assessment screen

For those who are not fully vaccinated or are immunocompromised:

- The individual has isolated for at least 10 days
AND
- Symptoms have been improving for a minimum of 24 hours
AND
- The individual can pass the self-assessment screen

3. Collection, Use, and Disclosure of Information

- i. Where appropriate, the Town may collect information from contractors and visitors in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), where collection is deemed necessary to ensure the Town is maintaining its lawful duty to ensure a healthy and safe workplace.
- ii. Responses to temperature scans and screens may be disclosed to others who require the information in order to protect the health and safety of staff and visitors and to review and substantiate such actions.
- iii. Those who are made privy to this information are required to maintain confidentiality as required by applicable law.
- iv. Screening documents will be maintained under lock and key by Town host staff for a period of one month. Alternatively, questionnaires may be stored electronically within properly permissioned folders on Town servers or on other securely stored media devices, which limit access only to those who require the information.

RELATED DOCUMENTS

- a) Hanover Return to Work Reintegration Plan for COVID-19 and Appendices
- b) JHS-035(G) Infection Control - COVID-19 Case Management
- c) JHS-032(G) Infection Control – DIKANG Infrared Forehead Thermometer
- d) JHS-021(G) Contractor and Visitor Responsibilities
- e) HR-001 Personnel Policy
- f) HR-019 Individual Accommodations & Emergency Response Plans Policy