

CORRECTIONAL SERVICE CANADA

CHANGING LIVES. PROTECTING CANADIANS.



SERVICE CORRECTIONNEL CANADA

TRANSFORMONS DES VIES. PROTÉGEONS LES CANADIENS.

February 1<sup>st</sup>, 2021

## COVID-19 Active Screening

To limit the spread of COVID-19, CSC has implemented an active screening procedure for all staff and contractors entering an institution or Community Correctional Centre (CCC). Active screening is an important measure in preventing the introduction of COVID-19 into the facility and mitigating the transmission within the facility, while being a helpful tool to promote other public health measures, such as self-isolation during illness. It is essential that any staff or contractors experiencing symptoms or who receive a positive screening result (see list of screening criteria below) remains at home and does not enter the site to mitigate the risk of exposures for inmates and other staff and contractors.

The screening tool will instruct staff and contractors to stay home, not enter the site and contact their manager and the local public health authority if they meet any of the following criteria:

- Those currently experiencing symptoms
- Those who have had someone in their household experience symptoms in the past 14 days (unless the symptomatic individual has received a negative COVID-19 test result)
- Those who have been identified as a close contact of someone with suspected or confirmed COVID-19 in the past 14 days
- Those who have travelled outside of Canada in the past 14 days or have been in contact with someone who has travelled outside of Canada in the past 14 days
- Those who experienced symptoms that started within the past 10 days or symptoms that started more than 10 days ago who have not been asymptomatic for 48 hours

There are three ways to implement the active screening process: electronically, using a paper form, or verbally (with documentation). The site may select any process or any combination of the three processes for implementation based on their unique infrastructure and logistics. However, it is recommended that sites implement the electronic or paper versions of the active screening, as these processes can be completed **prior** to entering the site. By completing the active screening in advance, it will reduce congestion in the entrances and prevent individuals that have a positive screening result from entering the institution. Through advanced active screening, the site can minimize the footprint in the institution and the potential risk of exposure to other staff, contractors, and inmates.

### Electronic Active Screening Process

The electronic screening questions are available at the following link: <https://bit.ly/csc-self-asses>. These questions are to be submitted **prior** to entering the site. Upon submission of a negative screening, a confirmation e-mail will be sent both to you and to the Operational staff at the front entrance of your institution. The e-mail sent to you will show your answers to the screening questions, however the e-mail sent to the front entrance will only state your name and provide confirmation that you completed the screening questions (none of your answers will be sent to the front entrance). You can proceed to the site and the staff at the front entrance will use the confirmation e-mail to allow you to enter the site. A temperature measurement will also be performed at this time. If a staff member or

contractor who received a negative screening result has temperature measurement of less than 38°C, they will be able to enter the site. Staff members or contractors who receive a negative screening result but a temperature measurement above 38°C will be instructed to not enter the site and to contact their manager and local public health authority.

Staff members or contractors who receive a positive screening result on the electronic questions will be instructed to stay home, not enter the building, and contact their manager and the local public health authority. Upon submission of a positive screening, only one e-mail is sent. This e-mail is sent to the individual who submitted the screening questions, instructing them to not enter the site and to contact their manager and local public health authority. There is no e-mail sent to the staff at the front entrance and they will not have access to positive screening results.

If you are unable to complete the electronic questions prior to your arrival or if there is an issue with the receipt of your confirmation e-mail, paper copies of the screening questions will be made available at the front entrance. Any paper copies of the form, once completed, are Protected B and will be stored securely by the Warden of the Institution or the District Director of the CCC for a period of 14 days, at which point they will be destroyed. Alternatively, the questions can be posed verbally by the staff member working at the front entrance (see [Verbal Active Screening Process](#) for more information). Please note that you will not be allowed in the site if you do not answer the screening questions.

## Paper-based Active Screening Process

A paper screening form is to be completed **prior** to entering the site and presented to the staff at the front entrance upon arrival. A temperature measurement will also be performed at this time. If a staff member or contractor receives a negative screening result and a temperature measurement of less than 38°C, they will be able to enter the site. If a staff member or contractor receives a negative screening result but a temperature measurement of above 38°C, or a positive screening result, they will be instructed to stay home, not enter the site and to contact their manager and local public health authority.

Packages of these forms will be available for staff/contractors to bring home and complete prior to arriving at the site. There will also be copies available at the front entrance, should they be required (for example, if someone forgot their form at home). It should be noted that it is preferred that all staff and contractors complete the form ahead of entering the site to reduce congestion in the entrance. These forms, once completed, are Protected B and will be stored securely by the Warden of the Institution or the District Director of the CCC for a period of 14 days, at which point they will be destroyed. Alternatively, the questions can be posed verbally by the staff member working at the front entrance to those who did not complete a paper form ahead of time (see [Verbal Active Screening Process](#) for more information). Please note that you will not be allowed in the site if you do not answer these questions.

## Verbal Active Screening Process

Upon entering the institution, all staff and contractors will be asked each active screening question by the Operational staff working at the front entrance. Should the arriving staff or contractor receive a negative screening result by answering 'no' to all questions, the staff member working at the front entrance must document the name of the individual entering the institution and sign their own initials to indicate that all questions were asked and that a negative result was received. A temperature measurement will be performed at this time. If a staff member or contractor who received a negative screening result has temperature measurement of less than 38°C, they will be able to enter the site. Staff members or contractors who receive a negative screening result but a temperature measurement above 38°C will be instructed to not enter the site and to contact their manager and local public health authority.

Should the staff or contractor receive a positive screening result as indicated by the active screening questions, the staff working at the front entrance should instruct the arriving staff or contractor not to enter the site, to contact their manager, and to reach out to their local public health authority. The name of this arriving staff or contractor should not be documented on the list.

The lists documenting the names of those who received negative screening results through the verbal screening process are Protected B and will be stored securely by the Warden of the Institution or the District Director of the CCC for a period of 14 days, at which point they will be destroyed. Please note that you will not be allowed in the site if you do not answer these questions.

**If you have any questions about the active screening process or the screening questions, please contact your manager.**



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## COVID-19: Screening Questions

To help us prevent the spread of COVID-19, we ask you to read this carefully and answer the questions below. Please act accordingly following the screening questions. For questions about symptoms, please refer to the list of symptoms in the box to the right.

If 'yes' is answered to any of questions 1-4, do not enter the site, contact your manager and the local public health authority.

1. <b>Are you currently experiencing any symptoms?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. <b>Has anyone in your household experienced any symptoms in the past 14 days?</b> (Note: if the symptomatic person in your household has received a negative COVID-19 test result, please answer 'no')	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. <b>In the past 14 days, have you been identified as a close contact of someone with suspected or confirmed COVID-19?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. <b>Have you travelled outside Canada in the past 14 days or been in contact with anyone who has travelled outside Canada in the past 14 days?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Examples of symptoms include the new onset of:

- A new or worsening cough
- Shortness of breath or difficulty breathing
- Temperature equal to or over 38°C
- Feeling feverish
- Chills
- Fatigue or weakness
- Muscle or body aches
- Headache
- New loss of smell or taste
- Gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- Feeling very unwell

If **NO** to all of the above:

5. <b>Have you experienced any symptoms since you were last in the site?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>See questions below.</b>	<b>You may enter the site.</b>

**ONLY COMPLETE THIS SECTION IF YOU ANSWERED YES TO QUESTION 5.**

5a. <b>When was your symptom onset date?</b>	(yyyy-mm-dd)	
5b. <b>Has it been at least 10 days since your symptoms started?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Continue to 5c.</b>	<b>Do not enter the site, contact your manager and the local public health authority.</b>
5c. <b>Have you been symptom free for at least 48 hours?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>You may enter the site.</b>	<b>Do not enter the site, contact your manager and the local public health authority.</b>

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (YYYY-MM-DD)

2021-01-22



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