

**Klachkova, Anastasiya (CSC/SCC)**

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**From:** Freyenmuth Gabriela (NHQ-AC)  
**Sent:** February 1, 2021 10:37 AM  
**To:** VanDalen Madison (NHQ-AC); Clement Chris (NHQ-AC)  
**Cc:** Fabiano Nick (NHQ-AC); Jarrette Amy (NHQ-AC); GEN-NHQ ACHRM; Duguay Claude (NHQ-AC)  
**Subject:** FW: Asymptomatic Staff Testing Information Sheet  
**Attachments:** Asymptomatic Staff Testing Information Sheet.docx

Good Morning,

We noticed a typo in the second paragraph.. “keep the workplace as ~~place~~ as possible.”

HRM has no further comments.

Thank you.

*Gabriela Freyenmuth*

A/Executive Advisor to the ACHRM, Human Resource Management  
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**From:** VanDalen Madison (NHQ-AC) <[Madison.VanDalen@CSC-SCC.GC.CA](mailto:Madison.VanDalen@CSC-SCC.GC.CA)>

**Sent:** January 29, 2021 1:58 PM

**To:** Fabiano Nick (NHQ-AC) <[Nick.Fabiano@CSC-SCC.GC.CA](mailto:Nick.Fabiano@CSC-SCC.GC.CA)>

**Cc:** Clement Chris (NHQ-AC) <[Chris.Clement@CSC-SCC.GC.CA](mailto:Chris.Clement@CSC-SCC.GC.CA)>

**Subject:** Asymptomatic Staff Testing Information Sheet

Good afternoon Nick,

Please find attached a draft of a brief information sheet on Asymptomatic Staff Testing and the management of personal health information for your review. ACHS was hoping to receive any input or comments you may have.

We have also included an ‘Additional Information’ section at the end of the document – if you can think of anything else that may be pertinent to include in this section please let us know.

Thank you very much and have a great afternoon,

Madison

**Madison Van Dalen RN, BScN**

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January 26, 2021

# COVID-19: Information on Asymptomatic Testing for CSC Staff

## Why is asymptomatic testing so important?

Asymptomatic mass testing is a valuable method of protecting yourself, your colleagues, the inmates you work with, your family, and your community. There is evidence of unrecognized asymptomatic and pre-symptomatic transmission of COVID-19. This means that despite active screening for symptoms among all staff and contractors entering CSC institutions and the diligent application of infection prevention and control measures, there is a risk that staff, contractors, or offenders arriving from the community may unwittingly introduce COVID-19 into CSC institutions. Testing is one of many tools that can be used to manage the risk of COVID-19 infection and transmission. As such, CSC offers testing to staff and contractors as one of many measures to manage COVID-19 risk and offer increased access to COVID-19 testing for staff and contractors.

The purpose of asymptomatic screening among staff and offenders is to identify, as early as possible, the presence of COVID-19 within CSC institutions. This is achieved through testing asymptomatic staff and offenders at sites above the caution threshold, with the goal of detecting the presence of COVID-19 early and implementing appropriate outbreak control measures in a timely manner. Participation is voluntary, however if more people participate we are better equipped to prevent the introduction of COVID-19 and keep the workplace as place as possible.

## How are staff results from asymptomatic testing handled within CSC?

The personal health information of all CSC staff and contractors is handled responsibly and securely. Although CSC Health Services is not typically responsible for the healthcare of staff and contractors, CSC is committed to protecting the health and safety of staff and contractors during the COVID-19 pandemic.

A nurse or physician will notify you of your results. Your results are not shared with management, they are only shared with you. As such, if your result is positive it is your responsibility to notify your manager. In certain circumstances where test results are inconclusive, results may be discussed with the institutional clinician, the physician lead for your region, or with National Headquarters in order to advise you of any next steps, if necessary (for example, case-to-case decision making on the need to re-test).

At the time of testing, only the immediate healthcare team performing the testing (eg. the nurses collecting the samples and authorising physician) will have access to your test results. All paper documentation associated with staff and contractor testing, including signed consent forms, copies of test requisitions, progress notes, and any test results, are sent as Protected Class B information to CSC Regional Headquarters (RHQ) for storage. If required, paper files can be briefly stored at the site, in a locked filing cabinet with the physician/nurse practitioner (NP) and Chief of Health Services as the only key holders. The files are sent to RHQ as soon as possible. A registered nurse at the regional level, delegated by the Regional Director of Health Services, will be responsible for managing the staff/contractor health files at RHQ. Only the physician/NP responsible for ordering the test, or their delegate, and the RHQ nurse will have access to the files. The physician/NP, or delegate, will follow up with the individual staff/contractors if the test results are positive or inconclusive. The staff/contractor can request (in writing) access to their personal files related to COVID-19 testing at any time.

Medical records will be stored as Protected Class B information for the length of time specified by provincial and territorial legislation and regulatory authority (Colleges). This length of time is commonly a minimum of 10 years, however it may vary jurisdiction by jurisdiction.

## Additional Information

- Individuals who have previously tested positive for COVID-19 should be excluded from asymptomatic

screening.

- Receiving a negative result only reflects one moment in time, and you can become infected at any point. For this reason, repeated testing through CSC's asymptomatic testing clinics can provide continued assurances of negative COVID-19 status.
- Please refer to the [COVID-19 testing strategy](#) for more information about the asymptomatic testing of CSC staff and contractors and the management of personal health information.

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