



Staff Screening: Decision Chart

Staff Screening	Answers to Questions			
	<p>All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form available at: https://app.smartsheet.com/b/form/efb9196c2b0a4571854a4418f0818f63</p> <p>Employee should identify that they are essential and self-isolate</p>			
	Respiratory Symptoms?	International Travel in the past 14 days or told by a healthcare provider to self-isolate?	Travel outside of NWT in past 14 days?	No respiratory symptoms/no international travel or self –isolation requirements. Verbally confirm they have the ability to meet the uniform policy (proof of this is <u>not</u> necessary)
			All persons returning to the NWT are required to complete and submit to Public Health, a Self-Isolation Plan Form	Completed assessment supports entry into the facility – DOJ Essential Services Attending Work Employee Assessment
All Staff – Screening assessment to be completed on every staff member that enters the NSCC. DWO responsible to ensure forms are completed and forwarded to Warden.	Deny entry , instruct them to contact their manager or supervisor and document in refused entry tracking sheet	Deny entry , instruct them to contact their manager or supervisor and document in refused entry tracking sheet	Remind they need to self-monitor for symptoms. Self-monitoring does not meet the requirements for entry denial. If no symptoms employee may report for duty – assessment tool to be completed prior to access to NSCC.	Remind they need to rescreen each shift. If they are doing a double shift or are extended no need to rescreen.
Visitor / Contractor / Deliveries	Visitor & Contractor Screening to be completed on every person entering the NSCC			



COVID-19:

Pandemic Screening Procedures for all staff entering Department of Justice Correctional Facilities.

All staff members are expected to abide by the requirements set out in this document. These procedures will be updated as necessary. Follow the directions of screening personnel, and arriving early for your shift will help prevent delays.

All staff:

- 1. BEFORE reporting for work:** Self screen by asking yourself if you have any of the following:

Most people with COVID-19 are experiencing these symptoms:

- Fever
- New or worsening cough
- Shortness of breath

Other symptoms those with COVID-19 have had are:

- Generally feeling unwell
- Muscle aches
- Fatigue
- Sore throat
- Runny nose
- Headache
- Diarrhea
- Vomiting
- Loss of sense of smell

- 2. If you DO have symptoms**

- Call your manger/supervisor to alert them of your symptoms and that you will not be in for work
- Stay home and monitor your symptoms



- Follow the guidance from the Office of the Chief Public Health Officer regarding monitoring/self-isolation

3. If you **DO NOT** have symptoms

- Report for work at the screening door
 - Staff screening door at the NSCC will be the **Adult Services Administration Foyer area**
- Perform hand hygiene with hand sanitizer, or ensure washing of hands in the washroom for 30 seconds using soap and hot water
- Cooperate with screening staff
- Review the screening documents
- Answer screener questions
- If staff have to leave the facility for any personal reasons and no symptoms have not appeared you do not need to redo the screening process.
 - If any staff member starts to experience symptoms they must report it to their supervisor and vacate the complex immediately

4. If staff are called in outside of the hours for designated screeners you must make arrangements to meet with the Deputy Warden of Operations prior to entering the security envelope:

- Required for any staff that are coming into NSCC after regular screening times, generally staff that are late, relief staff called in, etc
- You may enter through the front door of Adult Services for screening in the Administration Foyer
- Perform hand hygiene
- Remain in the foyer while waiting for the screening assessment
- Attend **the screening tables for assessment by the Deputy Warden of Operations once the DWO or designate is ready for processing**



5. If you finish your shift and return on the next day (Not required if doing a double shift)

- Report for work at the screening door
 - Staff screening for all NSCC staff will be at Adult Services entrance in the Administration Foyer
- Perform hand hygiene
- Cooperate with screening staff for a quick experience
- Review the screening documents
- Answer screener questions

Screening Staff

1. Follow the process for screening laid out in the document titled: **DOJ Staff Screening Process – COVID-19**
2. Follow screening process above for yourself as a staff member when you arrive to work.
3. Report staff that does not pass the screening process to the appropriate individual detailed in the **DOJ Staff Screening Process – COVID-19** document.