



<b>TOPIC:</b> Pandemic Planning Protocols	<b>SUBJECT:</b> Staff Screening Protocol	<b>Code:</b> PPP003
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		<b>Revised:</b> June 2024
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## **PROTOCOL FOR COMPLETION OF STAFF SCREENING FOR COVID-19 WHEN FEELING UNWELL**

### **Residential Locations:**

- If feeling unwell, please use the online screening tool in advance or at the start of your shift. This can be found on the Staff Area of [avenueii.com](http://avenueii.com).
- If the Worker has answered “I decline” to any of these questions, they are to immediately contact a Manager or Director at the Avenue II Office during regular business hours (807-345-9933) or On-Call after hours (807-626-4825). Further direction will be provided at that time.
- If the online forms are not available or working, please contact the Office or On-Call to report symptoms and obtain further direction.

**At a 24-hour location the worker being relieved will ensure their co-worker is able to work before leaving. If the worker who has just arrived is unable to work, the current worker will need to remain at the location until a replacement is found.**

### **Main Office Location (122 S. Cumberland Street):**

- Upon entrance into the main office, workers are to complete the online Screening for COVID-19 questionnaire found in the staff area of [avenueii.com](http://avenueii.com).
- If the worker must select “I decline” to any of these questions they are to immediately step outside and call to speak with someone from management for further direction.