**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.
* 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.
* 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.

