Daily Fit for Work Screening during COVID-19 for Community Physicians and Teams

Healthcare workers should not be attending work while experiencing influenza-like-illness (ILI) or other illnesses. This creates risk for staff and patients. To minimize exposure, fitness for work screening should be done prior to staff, physicians or contractors entering the workplace. Upon reporting to work, all staff should complete the questionnaire in Daily Fit for Work Screening for Non-Continuing Care Healthcare Workers.

Principles

The screening process outlined in this document ensures a safe work and clinical environment. Screening should be done in a manner that treats people with respect and dignity, providing them with information so they fully understand the reason for the screening and the impact of attending work when not well. Staff, physicians or contractors who refuse to be screened may not be permitted to attend work as scheduled.

Screening Criteria

- All staff, physicians and contractors complete screening prior to starting a shift, by completing a standard questionnaire to assess health risk
  - Questionnaire is available [here](#).
  - A designated staff member should review the completed questionnaire with the healthcare worker to determine if the healthcare worker can report to work
  - If determined to be unfit for work, the healthcare worker should return home and not report to work (see “when screening indicates unfit for work” below)
- The collection, use and disclosure of screening information is solely for the purpose of determining fitness for work for the scheduled shift
- Staff, physicians and contractors working at the clinic, regardless of role or patient contact, will be subject to screening to ensure they are not presenting with ILI symptoms and increasing the chance of spread of any ILI
- Clinics will be responsible for notifying staff about the screening process, potential waits and any request to arrive early for screening prior to their shift

When Screening Indicates Unfit for Work

- When a healthcare worker is determined to be unfit for work through the review of a questionnaire, the next steps include:
  - returning home;
  - notifying all managers/medical leaders and following any applicable absence processes for their role;
  - completing the online [Self-Assessment Tool](#) to determine if COVID-19 testing is required; and
- Each clinic can determine a process for notifying managers if a staff member is determined to be unfit for work
- Decision to replace the shift will be the manager/medical leadership’s responsibility, as per normal staffing protocols

Tracking and Storage of Completed Questionnaires

*This section is optional for primary care and community specialist physician clinics.*

Management of information will be in accordance with privacy requirements related to health information:
Only those who require access to perform their job duties and responsibilities will have access to completed questionnaires. Clinics will establish an appropriate tracking process and a mechanism to ensure all paper questionnaires collected at site are properly labelled by date and safely stored for 14 days. Storage of paper questionnaires should be in a secure location not accessible to the public and locked wherever possible.

Staffing and Location of Screening Areas
- Depending on the clinic size, the clinic may choose to have a dedicated area for screening.
- Location of screening areas will be at the discretion of the clinic and should consider the following:
  - Limit number of entrances to maximize compliance and resources required to perform screening.
  - Consider the physical space needs to enable screening, tracking and discussion with a clinician on next steps, as appropriate.
  - Physical space considerations should also take into account appropriate physical distancing for those waiting for screening.
  - Ensure screening is done in a discreet and private manner, and staff have an opportunity to be taken to an adjacent location for further discussion, as appropriate, regarding results and impact on attendance at work.