It is our shared responsibility to ensure workers are healthy at work to protect all AHS staff, patients, volunteers and visitors. To minimize the spread of COVID-19, daily fit for work screening is required for all AHS workers in all AHS settings (as defined by the Attending Work Directive), who will be in proximity to other workers, patients or the public. It is important for all workers to stay home when they are sick.

The approach is meant to meet operational needs as more staff return to our workplaces, minimize resource requirements, and support a transition towards a culture where our people stay home when they are sick. The strategy is built on a foundation of awareness, trust and shared responsibility.

General Requirements

- All workers are required to complete fit for work screening before starting a shift.
- Screening will be done in a manner that maintains physical distancing and avoids contact as much as possible.
- It is the responsibility of workers to comply with the screening requirements established in their workplace.
- Screening will 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.
- Workers who refuse to be screened will not be permitted to attend work as scheduled. Upon consultation with the operational manager and Human Resources, where a staff member’s absence is determined to be unexcused, it will be coded as an unpaid unapproved absence.

Fit for Work symptoms screening will restrict anyone with COVID-19 symptoms (as defined by Alberta Health) from work. If workers have any additional symptoms which are new or a change from their usual symptoms, it is strongly advised they stay home and minimize contact with others and complete the online Healthcare Worker Self-Assessment tool to determine recommendations for testing and self-isolation.

Screening Questionnaire

- AHS workers with AHS account login credentials should use the Online Daily Fit for Work Screening Tool
- A paper version of the screening tool is to be used only when staff are unable to use the online tool.
- Once completed, the questionnaire will present a status of “Fit for Work” or “Not Fit for Work.”
- Questionnaires must be completed within two hours of the start of a shift. Fit for work status expires after two hours to reinforce this requirement. Workers who have reported to their shift fit for work are not required to repeat the questionnaire unless they identify new symptoms, at which time they can repeat the questionnaire for appropriate direction.
• The information in the questionnaire is collected under the authority of FOIP section 33 (c) and will be used solely for the purposes of determining fitness for work and fit for work screening compliance during the COVID-19 pandemic.

Screening questions relate only to symptoms which are new or worsened (if associated with allergies, chronic or pre-existing conditions). Those with symptoms related to pre-existing conditions or allergies can still go to work.

**When Screening Indicates Fit for Work**
The worker should report to work. Workers should be conscious of their well-being throughout the day, and re-screen if they believe they are experiencing symptoms.

**When Screening Indicates Not Fit for Work**
When a worker is determined to be not fit for work, the next steps include:
- stay home or return home
- notify all appropriate managers/supervisors/medical staff leaders and follow any applicable absence processes for their role
- complete the online Healthcare Worker Self-Assessment tool to determine COVID-19 testing and self-isolation recommendations
- refer to the FAQs for Staff and the Return to Work Decision Chart and Guide

**Site Leadership Responsibilities**

Site leadership is required to determine a workplace approach and document the process to meet screening requirements described in this document. The approach is meant to create consistency across all workplaces and allow for flexibility to meet local needs. It is intended to foster a culture where our people stay home when sick. Setting expectations, awareness, trust and shared responsibility are key elements.

A Fit for Work Screening Implementation Guide is available to assist leadership in planning and executing the Fit for Work screening plan. A variety of approaches are available to meet local workplace needs.

In addition to General Requirements, the following are site leadership responsibilities:

- Site leadership is responsible to communicate to all workers staff, physicians, volunteers, students and contractors regarding the expectations of daily Fit for Work screening.
- Signage is required to direct healthcare workers on how to complete screening and to notify patients that screening is occurring. Workplaces will be responsible for posting signage.
- Validation methods must be in place to encourage compliance through shared responsibility. Validation is not meant to be an ‘individual by individual’ validation before a worker starts each shift.
  - The strategy for validation must be documented, using the Fit for Work Screening Implementation Guide or similar document.
When carrying out validation of individuals’ compliance, results of an individual status (fit or not) should NOT be recorded.

- Front entrance screening for workers is not required, but, site leadership may choose to do so based on operational needs.

- The retention of screening questionnaires is unnecessary as they do not contain any identifying information. Forms which are marked should be immediately recycled; unmarked forms may be used more than once.

- Managers are to refer to the e-People COVID-19 Time Reporting Scenarios for appropriate coding. The decision to replace the shift is the manager’s responsibility as per standard staffing protocols.

Volunteers and Contractors

- The department responsible for a contractor or that deploys volunteers in the site must ensure the contractors and volunteers meet the screening requirements.

- Departments may find their site’s visitor screening process helps to achieve contractor and volunteer screening.

Designated Support Persons and Visitors

Designated support persons and visitors are not included in scope of this protocol. Please see the following guidance:

- Effective July 18, 2022 AHS has transitioned to the Family Presence: Designated Family/Support Person (DFSPs) and Visitor Policy.
- Additional details may be found in the Transitioning to the Family Presence Policy Suite.

Questions?

- For more information about the online questionnaire tool, see ahs.ca/fitforwork.
- For login issues with the online tool, contact the IT Service Desk at 1-877-311-4300.
- For privacy concerns or questions, contact Privacy at 1-877-476-9874.
- For payroll or other HR-related questions, contact the HR Contact Centre at 1-877-511-4455.
- For questions related to the screening protocol, contact HRCOVID@ahs.ca.