

Fit for Work Screening Implementation Guide

For Non-Continuing Care Sites

Site leadership is required to meet specific requirements for daily fit for work screening. This Guide can be used to plan and coordinate how each site will meet these requirements. Refer to the [Fit for Work Screening Protocol](#) for requirements specific to Continuing Care (long-term care/designated support living/congregated living).

Screening implementation options are flexible, but must comply with the requirements, and meet all of the criteria. Implementation should also support physical distancing and avoid processes which require shared documentation, pens, or other contact surfaces.

Pre-Planning	
Site Leadership	Name the individual(s) responsible for decisions about daily Fit for Work screening at the site
Target date for implementation	List the target date for implementation at the site
Key stakeholders in the site	What persons or groups need to receive communication about the change?

Implementation Planning	
Source for Screening Questions	<p>All sites should use the Online Daily Fit for Work tool as their primary method for staff screening. Where the online tool cannot be used, use the standard (staff & visitors – non-continuing care) questionnaire.</p> <ul style="list-style-type: none"> <input type="checkbox"/> staff may read through the questions independently <input type="checkbox"/> questions may be read to staff (eg. by a designated reader, co-worker, manager, etc.) with verbal response provided by staff.
Responsibilities and Communications Identify the resources and communications required for implementation	<p>Identify the resources needed to communicate the site screening implementation plan to workers and managers.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who will be the contact for questions about the site screening process? <input type="checkbox"/> What posters will be used? <input type="checkbox"/> Where will they be posted? <i>See Location of Reminders and Directions below.</i> <input type="checkbox"/> Who will print the posters? <input type="checkbox"/> Who will post the posters? 1. Who will communicate the process to department/unit managers? <input type="checkbox"/> Who will communicate the process throughout the workplace? <input type="checkbox"/> If screening stations are used, determine how stations will be staffed. Who will coordinate screening staff (if applicable)?
Location of Reminders and Directions Identify the location for screening communications and reminders	<p>Determine where reminders and directions for Fit for Work screening awareness or prompts will be located in your site. Screening must be implemented consistently across the site.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Entrance to each unit with posters only <input type="checkbox"/> Entrance to each unit with screening personnel <input type="checkbox"/> Entrance(s) to the facility with posters only <input type="checkbox"/> Entrance to the facility with screening personnel <input type="checkbox"/> Other (be specific): <p><i>*Staff are encouraged to use the Online Daily Fit for Work Screening Tool at home prior to leaving for work.</i></p>
Validation Clarify how the site will reinforce and encourage compliance of Fit for Work screening.	<p>Determine how the site will reinforce and encourage compliance of Daily Fit for Work screening. Screening must be implemented consistently across the site. Ensure validation requirements are included and communicated clearly.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-validation - employees are aware of requirements, reminded through signage, and held accountable to self-screen before coming to work. Employees that work at long term care, designated supportive living or congregate living facility must follow CMOH Order 32-2020 which includes screening each time they enter the site. This should be accompanied by ongoing reinforcement of the importance of the screening function. <input type="checkbox"/> Buddy system - manager ensures all workers have a screening buddy who will discuss Fit for Work screening compliance before every shift. Conversations may be as simple as "Did you do your daily screening today?" <input type="checkbox"/> Manager spot checks - at regular intervals such as every shift, managers ask several workers if they completed the Fit for Work screening prior to coming to work. <input type="checkbox"/> Other (be specific):