

Active screening guidelines for a school building

January 22, 2021

ALERT LEVEL: RED

Definition

Passive screening: typically occurs in Yellow and Orange alert level and generally includes signage posted at all entrances, relying on staff members and anyone visiting to screen themselves in advance.

Active screening – typically occurs in Red alert level and requires the employer to actively seek information from a staff member or a visitor to determine the health status of the individual entering the school. Active screening must be done by a designated individual who asks staff members or visitors the screening questions and records the responses. An electronic active screening system that prompts an individual to respond and documents their responses is also permitted provided that there is a designated person verifying daily that it is used.

Guidelines

Here are guidelines for schools to follow when performing active screening on school personnel and any other individual that may enter the school building. Parents will be responsible to screen their children daily before they are to leave for school.

- One staff member in each school will be designated responsible for active screening. More than one staff member may perform this duty.
- Active screening can be done at more than one designated entrance of a school building.
- As much as possible, schools should avoid mixing individuals waiting to be screened with students.
- A list of all screened staff members and visitors will be kept for a period of four (4) weeks and then destroyed. The list must include: the name, the date, time and the results of the screening questions of every individual who was screened.
- An individual will be screened when entering the school building for the first time each day. If an individual visits more than one school a day, they must be screened each time they enter a different school building. In a red alert level, visiting more than one school is not recommended.
- Screening does not require temperature checks.
- Individuals with ONE symptom or more will be refused access to the school building.
- If a school has a contract with a third party to deliver services, the third party may perform the screening of their employees and inform the school of the results. The school is still responsible for this process and will be required to keep a record of the visitors and their screening results each day. A daily check must be done at the school to ensure that all this information is recorded. The school may choose to screen the third party's employees along with their own personnel.

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- A school may use an electronic screening system. The system must ensure that individuals answer all questions daily and must produce a list. The individual responsible for screening will be responsible to ensure that all individuals who are present in the school building have answered the screening questions prior to entry. The individual must confirm verbally to the screener that they have answered all questions and have passed the screening.
- Information collected is considered to be personal health information. As such, it must be stored in a secure location with access limited to only those staff who have cause to access it. If an electronic application is used, the school or district must ensure the appropriate privacy impact assessment is undertaken.
- For custodians who do not work during school operation hours, a paper form where the individual answers each question must be filed every day. Each form must include the custodian name, date, time and answers of the screening questions. The school must collect the forms each day and add them to their records for active screening. Regular spot checks must be done to ensure that all individuals have answered the questions on the form and are not exhibiting any symptoms.