

Post Pandemic relaunch (stage one) May 2020 Screening process Student Services/Front Office Columbia College

Process for screening an individual when reporting to building 802

IF YOU ARE UNWELL PLEASE REPORT TO YOUR DEPARTMENT HEAD. DO NOT PROCEED WITH SCREENING OF OTHERS.

The College is recommending that Advisors do not conduct any face to face meetings at this time. Meetings will be conducted over the phone, through email, or Teams. If there is an exception to this guideline, please contact your Manager for approval. If it has been approved, then the below steps must be followed. The College is still not accepting walk-ins at this time. These guidelines will also be followed when anyone enters the building (e.g. Book delivery that goes to the bookstore). The front doors will remain locked at this time.

- Prepare for screening to occur at least 15 minutes prior to the appointment.
- Set up screening station close to main door of building.
- Place tape marker on floor 2 meters (6 feet) away from the desk.
- Collect all items required for screening (gloves, masks, hand sanitizer, pen and forms)
- Prepare and clean all work surfaces (desk/table and chair).
- Wash and sanitize hands before putting on mask and gloves (see separate instruction sheet).
- The individual to be screened will ring doorbell to announce their arrival.
- Ensure that individual to be screened is positioned behind the tape marked on the floor of 2 meters (6 feet) away from the desk.
- Take the temperature of the individual and record result on form. If temperature is below 37.8C then proceed with form completion. **If the temperature is at/or greater than 37.8C then instruct the individual to cleanse hands with sanitizer (apply a mask if using public transport) to go home and report their symptoms or contact to 811 Health link or use the on-line reporting tool.**
- Ask individual the questions on the screening form.
- Ensure that the protocol (stated on the form) for negative or positive reporting of symptoms or contact with others is followed.
- If the individual is clear of symptoms or has not had contact with ill individuals, instruct them to cleanse hands with sanitizer and to apply a mask following instructions on separate sheet. The individual will be asked to go in to the reception area and wait.
- If the individual is NOT clear of symptoms or contact, instruct them to cleanse hands with sanitizer (apply a mask if using public transport) to go home and report their symptoms or contact to 811 Health link or use the on-line reporting tool.