Algorithm Process for Managing Staff who Present to Points of Entry

Staff member presents. Maintain spatial separation.
Check temperature* of staff member. **Temperature Threshold is 38 degrees**

**Ask:** Do you have any of the following symptoms+:
- Fever (greater than 38 degrees Celsius)?
- New cough or an increase in the amount you cough?
- Headache – new or unusual headache for you?
- Shortness of breath?
- Sore throat?
- Sore muscles not related to overexertion or exercise?

+ **NOTE:** This does not include chronic or seasonal allergies

*Staff should refrain from drinking hot beverages 15 minutes before, or smoking 5 minutes before, having their temperature taken

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**Yes**

Immediately give staff member a mask to put on, have them use hand hygiene and direct them sit in a separate area to speak with a screening supervisor.

Screening supervisor will then instruct staff member to contact their manager regarding their screening results. If staff member does not have their own phone to make this call, the screening supervisor is to make the call for them.

After their manager has been notified, **instruct staff member they should be tested for COVID-19 and are able to go directly to a testing location where they will be asked to present their health care worker ID.** Once tested, **they should self-isolate at home and contact their local Occupational Health department, contact numbers and hours of service can be found here:** [https://sharedhealthmb.ca/files/occupational-health-contact-information.pdf](https://sharedhealthmb.ca/files/occupational-health-contact-information.pdf)

**No**

Staff member is cleared to proceed to work today.