

COVID-19 UPDATE

Keeping You Safe



Thunder Bay Regional
Health Sciences
Centre

To: All Hospital and Health Research Institute staff and professional staff

From: Dr. Stewart Kennedy, COVID-19 Incident Manager

Date: May 21, 2020

RE: Entrance Screening Update

The health and safety of all staff, professional staff, patients and the community is our utmost priority. As the COVID-19 pandemic evolves, we must also evolve our longer-term process for daily entrance screening of all staff and professional staff. **To maintain a safe working environment for all, while also preserving staff resources, a more efficient staff screening process will begin on Monday, May 25th.**

The new screening process will build on the success of the online self-screening tool, which is already being utilized by 80% of staff and professional staff. A paper version is also available for those who do not have/do not use mobile devices (attached).

New screening process:

Self-screening compliance will be monitored. Your cooperation is appreciated, as failure to comply may result in discipline and removal of swipe access privileges.

All staff and professional staff **MUST** self-monitor for symptoms of COVID-19 at home (before coming to work), including new or worsening; fever, cough, difficulty breathing, muscle aches, fatigue, headache, sore throat, hoarse voice, difficulty swallowing, runny nose, sneezing, nasal congestion, change in sense of smell/taste, chills and gastrointestinal symptoms. If you are experiencing any symptoms, contact your manager and Occupational Health and Safety and await further instruction.

All staff and professional staff **MUST** complete the Online Screening Tool, perform hand hygiene, wear a mask and ensure physical distancing when entering the Hospital:

1. Before entering the Hospital, visit https://is.qd/tbrhsc_covid;
2. Complete the questions accurately;
3. Your results will provide instructions to either:
 - a. Proceed to work; or
 - b. STOP, do not enter the Hospital, and contact Occupational Health & Safety (OH&S) and your manager for further instruction. To contact OH&S, call 684-6212. Hours of operation are Monday to Friday between 0730-1800. After hours, please leave a message as they are checked periodically.
 - c. If you do not have on-line access (smartphone, tablet, or computer), you will

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be required to complete a paper copy of the screening assessment and provide daily to your manager/supervisor.

Hospital Entrances:

- **West Main Entrance:** Active screening will be maintained at this entrance and accessible between 0600-2200 hours to all patients, staff, visitors, contractors, vendors. (**if staff must use the main entrance, you must show your ID and wait in the queue, and practice proper physical distancing and hand washing.) To avoid the queue, Staff who have completed self-screening may enter with swipe access next to the revolving door. You will be required to swipe your Hospital photo identification card for entrance.
- **MRI and East cafeteria:** Accessible 24 hours/day. Online screening only (no active screening). You will be required to swipe your Hospital photo identification card for entrance.
- **Labour and Delivery (L&D):** Accessible 24 hours/day. Online screening only (no active screening). You will be required to swipe your Hospital photo identification card for entrance. L&D patients and essential care partners, and lab deliveries will be actively screened by the department.
- **Emergency Department (ED):** Accessible 24 hours/day for emergency patients ONLY, active screening by department. ED staff are NOT to use this as a work entrance.
- **Off-Site Buildings:** No process change. Staff will continue to self-screen using the online tool prior to entering the building. Patients will be actively screened by department.

New signage and a list of symptoms will be posted at each entrance as a reminder to complete self-screening, practice physical distancing and to wash your hands when entering the building.

Thank you for your commitment to safety.

Please contact your manager for more information.

All Hospital COVID-19 updates are available on the iNtranet at <https://comms.tbrhsc.net/covid-19-information/>