

Lanark County Employee Self-Screening Tool – COVID-19 (applicable to Social Services, Public Works, Corporate Services)

* This communication is subject to change – at March 30, 2020

Effective Immediately All Employees are required to use this self-screening tool *daily* before work each day (includes staff attending the workplace and working from home).

Instructions: *This tool does not have to be printed or submitted.*

If you answer yes to any of the questions, please contact Sam Leroux, HR at sleroux@lanarkcounty.ca or at 613-267-4200 x 1623 with the information and do not attend work until such time the matter has been reviewed.

Once the matter is reviewed you will be provided with next steps.

Screening Questions:

1. Do you have any of the following symptoms: fever, new cough, or difficulty breathing, Muscle aches, fatigue, headache, sore throat, runny nose, or diarrhea?
2. Have you travelled anywhere outside Canada including the United States, since Monday, March 16?
3. Do you think you had close contact with a confirmed or suspected (someone being tested) COVID-19 case?
4. Do any of the following apply to you; you are over 70 years of age; you have a condition that affects your immune system or chronic health condition (diabetes, cancer treatments, asthma, heart condition)
5. Do you think you had close contact with a person who has been outside of Canada in the last 14 days?
6. Do you think you had close contact with a person with new onset of the symptoms listed above?

If you have answered NO to all questions, you are cleared to come to work today.

If you become symptomatic at work, please isolate yourself as much as possible and notify your Supervisor immediately. The employee should go home safely and call telehealth.

If at any time you have concerns about your health, please contact your care provider or Telehealth Ontario at **1-866-797-0000**.

Thank you for taking the time to keep our workplace as safe as possible.