



COVID-19 LONG-TERM CARE FACILITY (LTCF): SCREENING BY GREETER

Procedures are a series of required steps to complete a task, activity or action



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| Purpose: | <p>To inform greeters in Long-term Care (LTC) regarding appropriate screening procedure for all incoming persons to a facility.</p> <p>Greeters will be placed at the front entrance of all LTC sites to actively screen all staff and visitors, support hand hygiene with alcohol-based hand rub (ABHR), provide medical-grade masks and obtain information for contact tracing, including vaccination status.</p> |
| Scope: | <ul style="list-style-type: none"> • Greeters; Site Leadership: Managers, Directors of Care (DOC), RN/RPNs, LPNs, HCAs, Allied Health • Applicable across all LTC (Affiliates & Owned and Operated) • No exceptions |
| Outcomes: | <p>The Greeter will:</p> <ul style="list-style-type: none"> • Be knowledgeable about: <ul style="list-style-type: none"> ○ COVID-19 screening practices including taking temperature readings ○ Infection prevention and control practices (hand hygiene, donning and doffing of medical-grade mask, respiratory etiquette, physical distancing) ○ Public health measures in relation to COVID-19 (contact tracing, orders, provincial restrictions) ○ Current Essential and Social Visiting guidelines ○ Visitor Review and Appeal Process • Ensure appropriate persons (staff/visitors) are permitted access to building based on: <ul style="list-style-type: none"> • Person passes screening questions and; • Has a normal temperature reading • Be able to instruct staff/visitors appropriately if screening is not passed • Communicate mask wearing requirements based on proof of vaccination status |

1.0 Equipment

- Printed screening questions Appendix 1 (laminated to allow for cleaning)
- Infection Prevention and Precaution equipment (i.e. alcohol based hand rub (ABHR), sanitizer wipes; medical-grade masks)
- Thermometer (temporal artery if available, can use alternate thermometer ensuring appropriate infection control cleaning protocols are followed)
- Visitor Log-in Sheet & Pen *confidential*
- Vaccine Status Log (process may be site specific) *confidential*
- Eye/facial protection for Greeter

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| Maintained by: | Long-term Care | | | | | |
| Issuing Authority: | Carmela Vezza, Operations Director, Long-term Care | | | | | |
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2.0 Procedure

1. Greet every person entering the building, no exceptions.
2. Ask Part 1 screening questions via laminated script (**Appendix 1**) asking the person to stand at least 2 meters distance away from Greeter.
 - The intent of Part 1 screening questions is to determine risk. If the person entering answers yes to any of the questions, screening is complete and the person is not safe to enter
3. If the person has passed Part 1 in the screening, proceed to Part 2.
 - The intent of Part 2 is for person to provide proof of vaccination status to inform infection control standards, obtain temperature and collect information for contact tracing.

COVID-19 Vaccination Status

- A fully vaccinated person has received two doses of COVID-19 vaccine and has received their second dose 14 days ago or longer
- Every person entering is asked to provide proof of vaccination. As of July 19, 2021 staff will be asked to provide proof of vaccination at the start of each shift in the interim.
 - Sites will maintain a Vaccine Status Log (**Appendix 3**) for regular visitors with a process in place to properly retain and store this confidential personal health information. Regular visitors will only need to provide proof once
 - Vaccination status will be able to be shared with public health upon request. See Visitor Sign-in sheet (**Appendix 2**)
- Examples of proof of vaccination include:
 - i. COVID-19 Immunization Card
 - ii. People can also check for their immunization record online by registering for the Health Gateway (<https://www.healthgateway.gov.bc.ca/>). It is a secure, provincial database where people living in BC can access their own health records including a digital version of their COVID-19 immunization records.

Infection Control Precautions

Once vaccination status is known, the Greeter will instruct the person to perform hand hygiene and put on a medical grade mask with instructions for use while in the facility based on their vaccination status and role.

Visitors:

- Fully vaccinated visitors are required to wear a medical grade mask when moving around the facility and in common areas. Mask may be removed when in direct contact with the resident and when outdoors.
- Non-fully vaccinated visitors or visitors who are unable to provide proof of vaccination are required to wear a medical grade mask for the duration of their visit both indoors and outdoors

Staff:

- Fully vaccinated staff will not be required to wear a medical grade mask or eye protection unless clinically indicated for residents on additional precautions; when there is a risk of

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- contamination due to splashing of body fluids; required based on their [point-of-care risk assessment](#) (PCRA) or to protect against the normal hazards in their regular work
- Non-fully vaccinated staff or staff who are unable to provide proof of vaccination are required to wear a medical grade mask for the duration of their shift

Volunteers and Personal Service Providers:

- All volunteers and personal service providers are required to be fully vaccinated to enter site
- Fully vaccinated volunteers and personal service providers will not be required to wear a medical grade mask or eye protection unless clinically indicated for residents on additional precautions; when there is a risk of contamination due to splashing of body fluids; required based on their [point-of-care risk assessment](#) (PCRA) or to protect against the normal hazards in their regular work
- Non-fully vaccinated volunteers or personal service providers who are unable to provide proof of vaccination are not allowed to enter

Contractors (essential to operation of site such as telecommunications, technicians etc.) *Does include individuals who provide personal services

- Contractors who regularly attend the site are treated in the same manner as Staff
- Infrequent contractors will be treated as Visitors

4. Temperature screen

- Once the person has medical grade mask is in place the Greeter will obtain temperature
- Greeter will wash hands with ABHR and will don mask and eye/facial protection per MHO/IPC direction confirmed as of July 19, 2021
- Measure temperature according to manufacturer’s instructions
- Normal Temperature for adults:
 - Temporal Artery: 36°C to 37.8°C (96.8°F – 100.04°F);
 - Tympanic: 36.2°C to 37.8°C (97.2 °F – 100°F)
 - Oral Electronic: 36°C to 37.5°C (96.8 °F – 99.5°F)
- Thermometer will be cleaned in between uses using an alcohol pad or disinfecting wipe as appropriate according to manufacturer’s instructions

5. Greeter determines whether person has met criteria to enter building and collects personal information for contact tracing

- The person has passed the screening questions in Part 1 AND has a normal body temperature (no higher than 37.8°C or as per normal range for chosen thermometer) in Part 2
 - If yes, can enter facility
 - If no, or refuse to answer questions, the person cannot enter facility. Any further questions should be a consultation with the charge nurse or manager on site
 - People who do not pass screening criteria should be directed to contact their health care provider, call HealthLink BC at 8-1-1 or call the COVID-19 Call Centre to book a test appointment at 1-844-901-8442
 - All staff who have respiratory or gastrointestinal symptoms should be directed to wash hands, put on a medical-grade mask and call Direct Patient Care Symptomatic Provider Call Centre 1-

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833-737-9377. Staff should report absence as per usual protocol by calling staffing AND letting the manager know by phone or email once having left site.

- If visitors meet all criteria, Greeter will complete Visitor Sign-in sheet (**Appendix 2**) including date, name, phone number, temperature screen and confirmation of vaccination status. This information may be shared with public health upon request. Sign in sheets are to be retained at site for 28 days in a confidential location.

3.0 Resources & Related Island Health Standards

Posters:

- BC CDC (2021) Poster [Social Visiting Guidelines for Long-term Care and Assisted Living](#)
- BC CDC (2020) Poster [How to wear a mask](#)
- Island Health Poster [How to Clean Hands with ABHR](#)

Resources and References:

- BC CDC (2021): [COVID-19 Infection Prevention and Control: Guidance for Long-Term Care and Seniors' Assisted Living Settings](#)
- Island Health (2020) [PPE Required During COVID-19 Pandemic](#)
- Island Health(2020) [COVID-19 Entrance Screening for All Island Health Facilities](#)
- BC CDC (2021) [Visitor Guidance for Long-term Care and Assisted Living](#)
- Island Health (2021) [Essential Visitor Determination Guideline](#)
- Island Health (2021) [Visitor Review and Appeal Process](#)
- Island Health (2020) [Essential Visits for Palliative Care End of Life Across ALL Care Settings](#)

Videos:

- Temporary Artery Measurement: [Measuring Temporal Artery Body Temperature](#)
- Alternate temperature methods Video: [Obtaining Accurate Temperature Readings](#)
- Electronic Thermometer Video: [Obtaining Electronic Thermometer readings](#)

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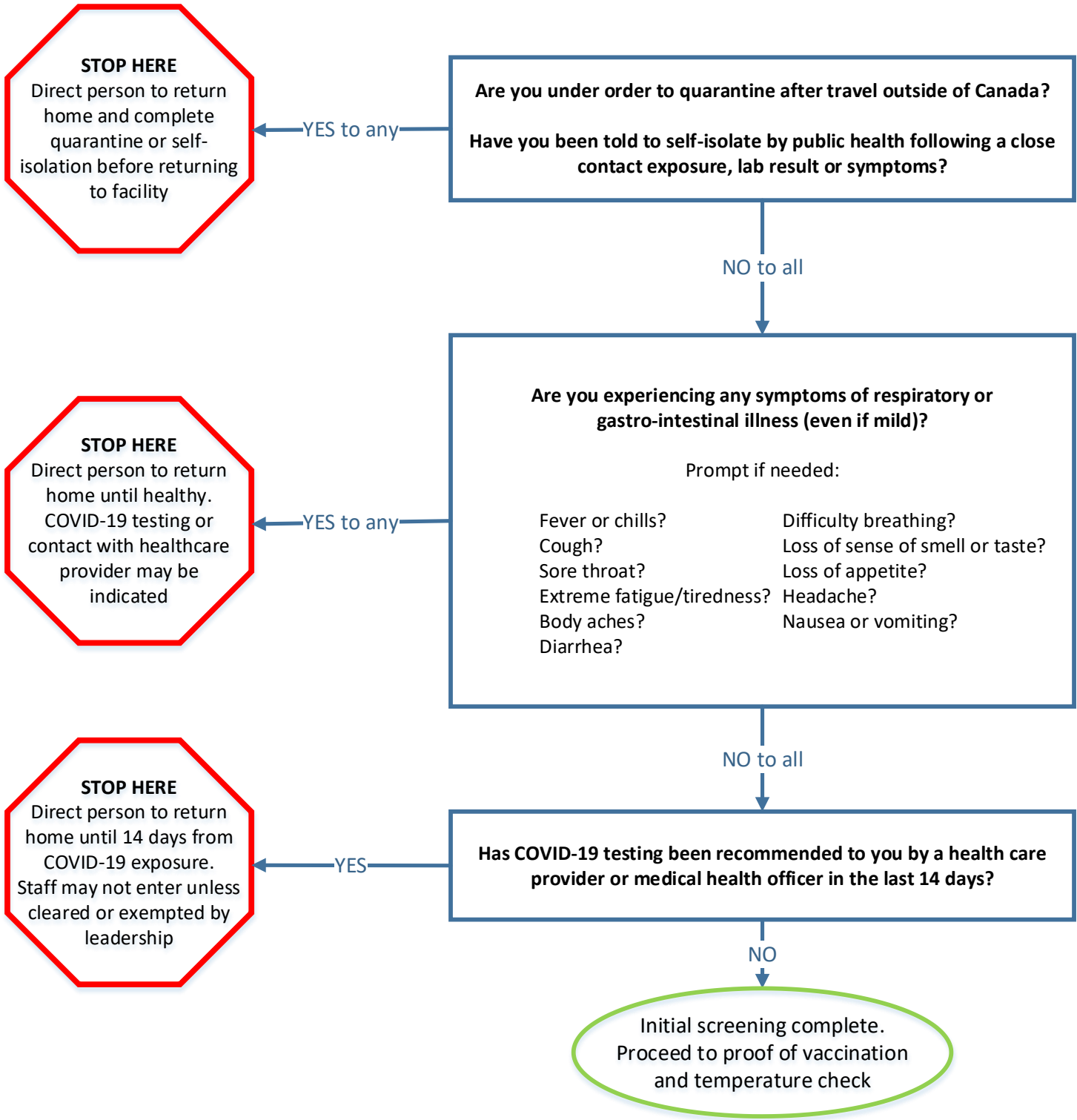
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PROCEDURE

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Appendix 1: LTC Entrance Screening Tool Part 1 GREETER WILL ASK QUESTIONS IN BOLD

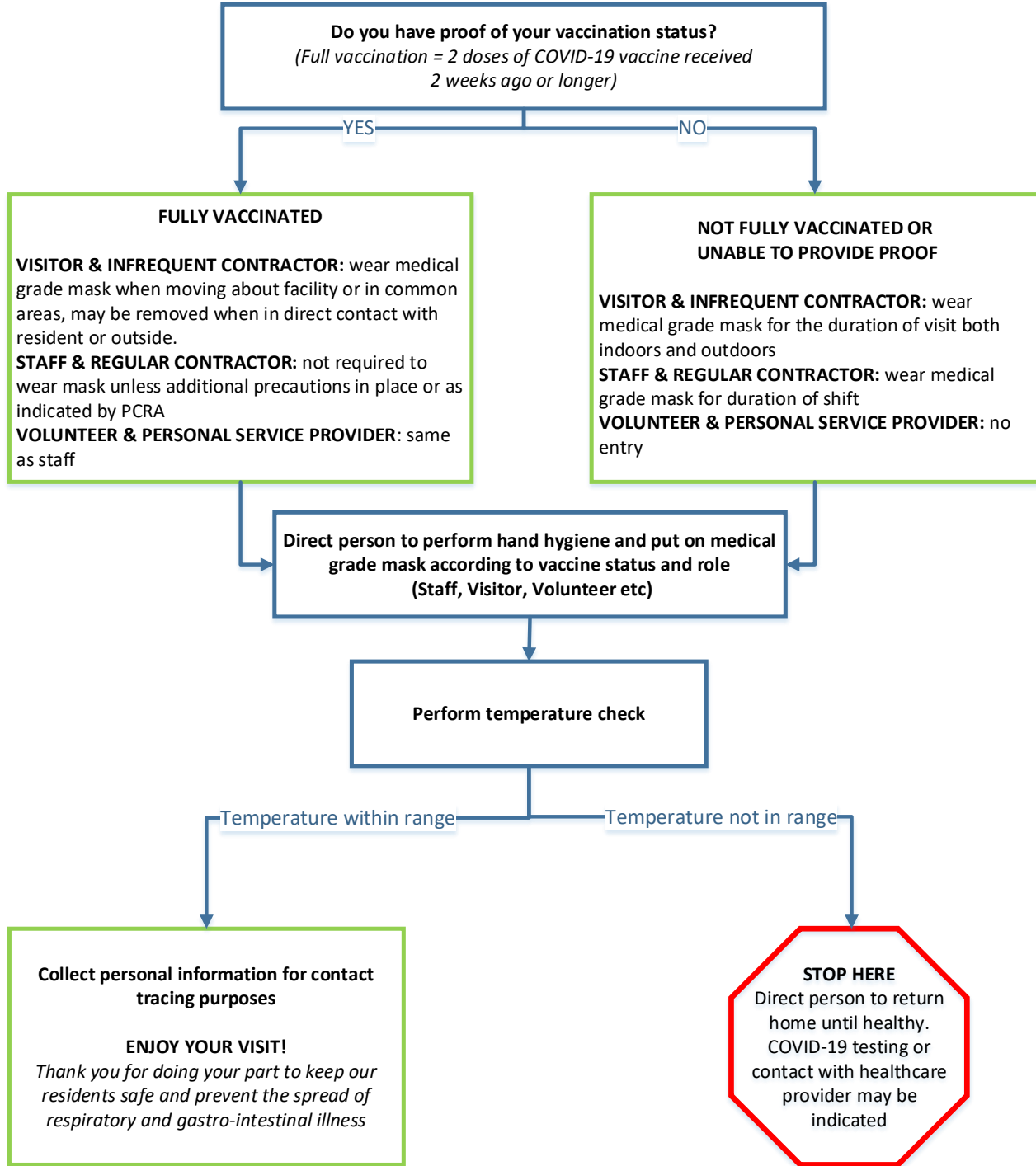


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Appendix 1: LTC Entrance Screening Tool Part 2 GREETER WILL ASK QUESTIONS IN BOLD



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