



May 14, 2020

**To: All CMHA Employees**  
**From: CMHA Management and Operations**

**Re: Updated Staff Screening Assessment for COVID-19**

To ensure a safe and secure environment for the vulnerable populations we care for, staff screening must occur at the start of every shift, using the checklists below.

PART A: DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?		YES	NO
Generalized Symptoms	• Fever or chills		
	• Cough (new or worsening)		
	• Shortness of breath (new or worsening)		
	• Pneumonia		
	• Upper respiratory tract infection (e.g. rhinorrhea, sore throat)		
Mild Respiratory and/or Gastrointestinal Symptoms	• Sore throat painful swallowing		
	• Mild to moderate shortness of breath		
	• Stuffy or runny nose		
	• Loss of sense of smell		
	• Headache, muscle aches, fatigue or loss of appetite		
	• Gastrointestinal symptoms: nausea, vomiting, and/or diarrhea		

**PART A:**

- If you answer **YES** to any of the following questions **prior to your shift, DO NOT** come to work.
- If your symptoms are mild and consistent with seasonal allergy, **discuss with your manager or designate.**
- If you develop any symptoms at work, **inform your manager or designate immediately.**

PART B: DO ANY OF THE FOLLOWING APPLY TO YOU?	YES	NO
• Have you travelled outside of Canada within the last 14 days?		
• Have you been instructed in the last 14 days to self-isolate?		
• Did you provide care or have close contact with a person with COVID-19 ( <i>probable or confirmed</i> )?		

**PART B:** If you answer **YES** to any of the following questions, **contact your manager or designate.**

- At the discretion of your manager, you may return to work if decided you are well enough to work.
- You may be asked to complete COVID-19 testing.
- You may be required to self-isolate for a period, and/or make a plan for keeping healthy at home.
- If you replied **NO** to these questions, you still need to use proper routine practices.