	City of Wetaskiwin Administrative Directive:	DAILY HEALTH SELF-ASSESSMENT - COVID-19
Directive # HR-012	Approved: April 9, 2020	Revised: August 27, 2020

Directive Purpose

The purpose of this directive is to provide direction to all City Management and Staff regarding assessing fitness for duty as it relates to common COVID-19 symptoms during the COVID-19 Pandemic

Definitions

AHS – Alberta Health Services.

Asymptomatic – not exhibiting typical symptoms related to COVID-19.

City – The City of Wetaskiwin.

CAO – Chief Administrative Officer; can also be referred to as City Manager.

COVID- 19 - Novel Coronavirus 2019.

Leadership – a term that refers to all levels of management that are responsible for controlling and directing staff. Titles include but are not limited to: team leader; operator in charge; coordinator; captain; sergeant; deputy chief; chief; supervisor; manager; general manager; and city manager.

Fever – a measured body temperature above 37.6° C or higher.

Pandemic – an outbreak of a disease over a whole country, continent, or the world.

Self-Isolate – the legislated requirement to stay at home when you have a symptom of COVID-19 or are a primary contact of a confirmed COVID-19 case. If you are in mandatory isolation:

- Stay home – do not leave your home or attend work, school, social events or any other public gatherings.
- Avoid close contact with people in your household, especially seniors and people with chronic conditions or compromised immune systems.
- You are prohibited from taking public transportation like buses, taxis or ride-sharing.
- Do not go outside for a walk through your neighbourhood or park. This includes children in mandatory isolation.
- You can get fresh air in your backyard, if you have one, but you must remain on private property not accessible by others.

- If you live in an apartment building or high-rise, you must stay inside and cannot use the elevators or stairwells to go outside. If your balcony is private and at least 2 metres away from your closest neighbour's, you may go outside on the balcony.

Symptomatic – exhibiting typical symptoms related to COVID-19 which include cough, sore throat, runny nose, difficulty breathing, fever.

Responsibilities

1) Chief Administration Officer shall:

- a. Determine the duration for the directive to be in effect;
- b. Direct leadership actions resulting from employee non-compliance; and
- c. Formally communicate the intent, terms, and conditions of this directive to all employees.

2) Leadership shall:

- a. To review and abide by the conditions of this directive; and
- b. To ensure and monitor that employees are fit for duty.

3) Employees:

- a. To review and abide by the conditions of this directive;
- b. Report to work fit for duty; and
- c. Report to supervisor if themselves or co-workers are exhibiting or develop COVID-19 like symptoms.

Self Health Check Protocol

- 1) Participation in the Daily Health Self-Assessment is mandatory for all employees reporting to work and shall be completed by the employee, with the exception of temperature testing, within the first 30 minutes of reporting to work.
 - a. The Daily Health Self-Assessment form will be completed on document HR-012-1.
 - b. Shall be signed by the employee and a copy provided to the employee's supervisor to be stored confidentially for a minimum of for (4) weeks.
- 2) The Daily Health Self-Assessment questions have been identified as preliminary detectable symptoms or conditions commonly exhibited in individuals with COVID-19 infections.
- 3) Employees answering "YES" to any one of the questions on the Daily Health Self-Assessment or presenting with a medically significant temperature will be legally required to:
 - a. Initiate self-isolation;
 - b. Refer to HR-014 Responding to Possible or Confirmed Cases of COVID-19; and
 - c. Are advised to contact AHS and get tested for COVID-19.

- 4) Temperature will be taken daily by a non-touch digital thermometer and recorded by the employee's direct supervisor or another supervisor in their absence within the first 30 minutes of the employee reporting to work.
 - a. It is important for the supervisor to evaluate environmental factors such as physical exertion, room temperature, etc. when taking the employees temperature.
- 5) If temperature is in the **normal body temperature** range, the employee will be cleared to resume duties.
- 6) If temperature is within the **low-grade fever** range, the employee will be temporarily separated from other employees and will have another temperature reading taken within 30 minutes of the first one (medication should not be taken which may interfere with temperature readings).
 - a. If the second temperature is within the normal body temperature range the employee will be cleared for work.
 - b. If the temperature remains within the low-grade fever range, the employee will be advised to go home and monitor their temperature throughout the day.
 - c. If the employee's temperature regulates to normal, they may report to work the following workday, if not they are advised seek medical advice by calling Alberta Health Link at 8-1-1.
- 7) If the temperature reading is **medically significant**, the employee will be legally required to self-isolate and are advised to contact AHS for guidance and to arrange for COVID-19 testing.
 - a. Symptomatic employees are legally required to self-isolate for 10-days and follow HR-014 Responding to Possible or Confirmed Cases of COVID-19 and advice from AHS;

8) The table below describes body temperature ranges as various health rates:

Normal Body Temperature	Low Grade Fever	Medically Significant
98.6 °F +/- 1 °F	99.6 °F– 100.4 °F	>100.4 °F
37 °C +/- 0.6 °C	37.6° – 37.9 °C	>38 °C

- 9) Leadership must confidentially store the Daily Health Self-Assessments for a minimum of four (4) weeks.
- 10) Employees required to seek medical advice and/or required to be sent home to recuperate shall be communicated to the HR in the event we need to start contact tracing.

Applicable References:

Directive HR-014 Responding to Possible or Confirmed Cases of COVID-19


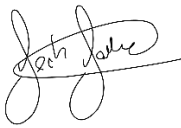
Alberta Health Services Order 05-2020



Alberta Health Services website: <https://albertahealthservices.ca/>

Public Health Agency of Canada web-site: <https://www.canada.ca/en/public-health.html>

Non-Healthcare Workplace Guidance During COVID-19, Updated April 3, 2020 (Alberta Health Services)

Approved By:		Responsible:	
	August 27, 2020		August 27, 2020
City Manager	Date	Director/Manager	Date