

**To:** All users  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** April 6, 2020  
**Re:** **Bulletin #18c: COVID-19 HR Update – Apr 6 2020**

### Employee Screening

As an update to [Bulletin 16c](#) on April 1, 2020, employees should be calling directly to Employee Health if they are symptomatic (new onset/exacerbation of chronic cough or fever) or are feeling uncharacteristically unwell. If you would answer "**yes**" to any of the below questions, **do not wait** until arriving at the facility or office to go through Employee screening. To reduce unnecessary risk, contact Employee Health from home.

- #1 Do you have new onset/ exacerbation of chronic cough or fever OR a general feeling of unwellness?
- #2 Have you travelled outside of the province on or after March 25th?  
If March 25th or later, they must self-isolate for 14 Days.
- #3 Have you had close contact with a person with acute respiratory illness (i.e., bad chest cold) outside of work duties who has travelled outside of the province on or after March 25th?
- #4 Have you had close contact with a confirmed case of COVID-19?
- #5 Have you completed a required period of self-isolation but have been directed to continue in self-isolation?
- #6 Have you been in contact with Employee Health related to a previous "yes" response to screening questions and now have symptom changes?

Employee Health is prepared to respond to all employees in a timely manner including on the weekends and they have the ability to do a priority referral to the Dispatch Centre for any employee that needs to be referred to the Assessment Centre.

Also, it is also important to follow your facility's procedures for absence notification.

**NOTE:** Physical distancing must also be maintained during the screening process for both safety and privacy reasons.