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This cover page on the check-in sheet is to remain on top of the daily sheet to ensure the information is not visible to incoming staff and volunteers.

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### **STAGE 1 - SCREEN QUESTIONS:**

- 1) Do you have any of the following symptoms (fever, chills, difficulty breathing, shortness of breath, cough, sore throat, trouble swallowing, runny nose/stuffy nose or nasal congestion, decrease or loss of smell or taste, nausea, vomiting, diarrhea, abdominal pain, not feeling well, extreme tiredness, sore muscles)
- 2) Have you traveled outside of Canada in the last 14 days?
- 3) Have you had close contact with a confirmed or probable case of COVID-19?

### **STEP 2 - TEMPERATURE CHECKING:**

The assigned staff or volunteer will take the temperature once staff and volunteers have successfully answered the screening questions.

To ensure everyone's health is safe, anyone with a temperature that registers as red on the thermometer (over 38 degrees Celsius) will be asked to sit/stand off to the side for 15 minutes, then have their temperature re-checked prior to the decision being made to send them home.

Materials Needed for Daily Setup:

- Daily Fit for Work Sheet
- Pen
- Hand Sanitizer
- Clipboard
- Thermometer
- documents for unsuccessful or refusal screening

**IMPORTANT:** It is critical that whenever staff or a volunteer is sent home as a result of not passing the two-step screening process that Pastor be notified **immediately**.



## Staff and Volunteer Check-in Screening Sheet

### Daily Fit for Work Sheet

**Please ensure you store the daily check-in sheet in a secure location.**

**Date:**

**Parish Name:**

Name	Questions: (Y/N)	Temperature: (Y/N)	Cleared: (Y/N)

