

## KSCS COVID-19 Self-Screening Tool

**STEP 1:** Please review the below questions **PRIOR** to each shift.

### Question 1:

Have you experienced the following symptoms in the last 24 hours?

- New cough or worsening chronic cough?
- Fever (above 38.0°C / 100.4°F ) or chills?
- Difficulty breathing?
- Sudden lack of taste or smell without nasal congestion?
- Sore throat?
- Runny nose or nasal congestion of unknown cause?

If you are experiencing or have experienced **ONE (1) OR MORE** of these symptoms in the last 24 hours:

**STAY HOME,**  
self-isolate and call\*.

### Question 2:

Have you experienced the following other symptoms in the last 24 hours?

- New onset headache?
- New onset pain (muscular, chest, abdomen, joints) not from physical exertion/exercise?
- New intense fatigue?
- New severe loss of appetite?
- Abdominal pain?
- Gastrointestinal symptom(s) (diarrhea, nausea, or vomiting)?

If you are experiencing or have experienced **TWO (2) OR MORE** of these symptoms in the last 24 hours:

**STAY HOME,**  
self-isolate and call\*.

### STEP 2:

No symptoms/do not meet criteria for staying home:

Go to work. Check in with Reception/Security to advise them that you have completed your self-screening. Remember to perform good hand hygiene before, during and after your shift, maintain physical distancing and wear a medical grade procedural mask if you must be within 2 meters (6½ feet) of others.

**If you are experiencing symptoms:**

\***FIRST:** Call KMHC at **450-638-3930** ext. **2296** or **2275**.

\***SECOND:** Call your supervisor to advise them of your symptoms and what direction KMHC has provided (isolation, testing, etc.).

\***THIRD:** Report your symptoms and the direction given by KMHC to the KSCS Health and Safety Committee via the remote reporting options outlined on the reverse of this page.

If you have concerns that you might be experiencing symptoms not specified on this screening tool, please err on the side of caution:

**Consult with KMHC and follow their directives.**

**If isolation/testing is indicated, advise your supervisor and the KSCS Health and Safety Committee as soon as possible.**

## Remote Reporting:

**All** KSCS employees who will be interacting with clients and/or other staff members during their shift are required to self-screen and report that they have done so **BEFORE** performing their duties.

Remote reporting is **required** to be done **by all employees** who will be:

- Working off site  
(including home visits, attending court, transporting clients, going to other organizations, working at facilities without Reception/Security, etc.)
- Beginning their duties outside of regular office hours
  - before 8:00 AM Monday to Friday or
  - after 4:00 PM Monday to Friday  
(including Maintenance/Security and AHRS workers)
- Working on a weekend
- Working on a holiday

To submit your remote report self-screening results, please contact Tammy Harris-Dearhouse through one of the following methods:

- **Call** 450-632-6880 Ex: 30201  
Leave a voicemail including your name (first and last, please), location where you are working and confirming that you have completed your self-screening.
- **Email** TammyHD@KSCSKahnawake.ca  
Include your name (first and last, please), location where you are working and confirming that you have completed your self-screening.
- **Text** 438-227-5520 outside of regular office hours  
Include your name (first and last, please), location where you are working and confirming that you have completed your self-screening.

Staff who are working from home (not coming into contact with clients/other staff) should complete the self-screening daily to monitor for symptoms, however, are not required to remote report if no symptoms are present. If symptoms are present, they must be reported, even if you are not working or are working from home.