**Community Clinic Screener role**

* **Prior to clinic:**
* Bring clean googles/ face shield
* Bring identification
* Confirm clinic location, start time, coordinator contact information
* **Clinic set up:**
* Ensure you have the supplies needed in the screening area (masks, hand sanitizer, screening questions)
* Screeners are to be in full PPE at all times (gown, gloves, medical mask and eye protection)
* **Screening all clinic staff Upon entry into clinic:**
	+ Actively screen all clinic staff for symptoms or risk factors for COVID-19 infection using the COVID -19 immunization screening signs for symptoms.
	+ Using the Clinic Staff clinic screening sign in sheet, screen anyone working at the COVID -19 clinic.
	+ Screeners will record information on the COVID-19 screening sign in sheet (see image below including the name, organization, contact number/email (Contact information only required for those who are not employees) and the screening response), upon entry into the clinic location.
* **If time allows after all clinic staff have arrived**
	+ Help set up clinics by cleaning and distributing supplies
	+ Check in with coordinator, introductions, and plan for day (huddle)
* **During Clinic:**
	+ Greet people as they arrive at the clinic.
	+ If client is not wearing a face covering inform them it is required for all clients, have them use hand sanitizer and then remove one from the stand. If the client indicates they are unable to wear one due to medical, cultural or religious reasons or other reasons, do not insist they wear one, thank them for letting you know. Inform clinic coordinator. Clinic coordinator may bring client to a less busy area for service.
	+ Confirm the client has an appointment.
	+ Inform client you need to ask them screening questions before they can proceed into the clinic area.
	+ Actively screen clients for symptoms or risk factors for COVID-19 infection using the COVID -19 immunization screening signs for symptoms.

Clients who answer yes to any of the following categories

* Yes to having any one COVID -19 symptom in the past 10 days & no negative COVID -19 test
* Yes to close contact in the last 14 days with any one who has had a covid-19 symptom and has not been tested negative. (If testing occurred for the close contact and it came back negative then they would pass)
* Yes to close contact with someone who tested positive for COVID-19.
* Yes to travel outside of Canada in past 14 days.
* If the client says no to all questions please ask them to sanitize their hands with alcohol based hand rub and direct them to the check in area.
* If the client says yes to any questions inform them that they have screened positive of possible symptoms or exposure to COVID-19 they should return home and self-isolate and seek further assessment at the local assessment centre. Inform them they are welcome to re book their clinic appointment to a time when they would be able to answer no to all screening questions.
* **At the end of clinic:**
* Clean up area- tables & chairs wiped
* Clean and sign iPads back in if used
* All sharps bins locked and in specific room
* IPAC procedures for cleansing eye protection, computers, cellphones and any other personal items at clinic
* Support with packing of supplies
* Provide Screening sign in sheet for clinic staff to coordinator who will ensure screening tool is secured and retained for 28 days after date.

**Image of screening sign in sheet for clinic staff**



