

# Daily Health Check for BC Public Service Workplaces

Updated August 5, 2021

Self-administered daily health checks for employees reduce workplace COVID-19 risks by identifying if employees should not attend the workplace. The Public Service Agency recommends continuing using daily health checks while the province is in Step 3 of BC's restart plan. This is projected to run until September 7, 2021.

Public Health recommends individuals who become symptomatic with new onset symptoms should remain home and follow up with a health care provider. The daily health check does not apply to employees working from home. This document will be updated if there are any changes in public health guidance.

It is recommended all employees complete a daily health check at the beginning of each shift when coming into the workplace. Supervisors must ensure the health check has taken place with each staff member prior to them starting work.

## How to Do a Daily Health Check

### Online Daily Health Check

Visit the [Public Service Workplace Health Check](#) website on your computer or mobile device.

The first time you visit the website you will see the privacy notice. Hit the "Public Service Daily Health Check" button. Follow the prompts, answer the questions and then insert your supervisor or designated screener's email. You are ready and able to attend your workplace.

No private data is stored by the daily health check and the answers to the questions themselves are not tracked or shared with the supervisor or designated screener.

### By Email

Supervisors can email employees the daily health check questions and ask them to confirm by return email or instant message that they have completed it successfully and able to attend the workplace. The health check questions are on page 5. A sample daily confirmation email is on page 3.

### In Person

Staff can be screened in person at the workplace by reviewing the daily health check questions and confirming they are able to attend the workplace. The screener does not need to have the staff member fill out the questionnaire. Physical distancing is recommended for both parties until the employee answers the questions.

## Who Conducts the Daily Health Check?

Health checks can be done by supervisors or another designated person. Confirmation of employees completing their health check can be done online through the [health check website](#), or by email, instant message, phone or in-person.

The supervisor or designated health screener should not inquire about the person's health status or how they answered a specific question. Health data is not to be recorded nor any record kept of any individual answers. However, records of the checks being completed should be saved to ensure all staff are completing the health check.

## Implementation Checklist

Once the workplace has determined how verification of health checks will be completed, update the COVID-19 workplace assessment tool (COVID-19 Safety plan) and inform the Joint Health & Safety Committee. Some tips for implementation:

### Completing Health Checks Online

- Encourage your staff to use the [online health check tool](#) to complete the daily health check. This is the quickest and easiest way for staff and supervisors to complete the check.

### Completing Health Checks by Email

- Create an email or verbal script to use daily, including a deadline for staff response to email or phone calls. See the sample after the Staff Daily Health Check Questions below.
- Create a follow-up process for staff who don't reply by the deadline. This could include either a phone call or physically distanced in-person visit to their work area to confirm they have completed their health check.
- Create an email list of staff that attend the workplace on given days and schedule emails for staff.
- Consider creating batch emails using Outlook's delay send email to ensure you remember to send out emails first thing in the morning.
- Email staff a copy of the Daily Health Check questionnaire

### Completing Health Checks in Person

- Print a supply of the Daily Health Check Questionnaire (page 5 of this document) or create a larger poster version for employees to reference
- Limit staff entrances to the workplace or ensure each entry will have a designated screener
- Place signs at entrances where there won't be health checks to direct staff to use the designated screening entrance(s)
- Place signs denoting the designated staff daily health check entrance(s)
- Ensure two-metre distance or a barrier between the screener and the staff entering the workplace
- Have signs at all entrances reminding everyone (staff and clients) not to enter if they are sick or if they are required to self-isolate in accordance with public health directives

- If designated staff will be completing the daily health checks, ensure they are trained to conduct the check properly, including asking employees who answers yes to any questions to leave the workplace and contact their supervisor

## Sample Email for Maintaining Health Checks at the Workplace

As you may have heard, the Provincial Health Officer (PHO) has recommended employers transition to a communicable disease plan for workplaces that focuses on controlling many types of respiratory conditions.

While the province's restart plan is in Step 3, daily self-administered health checks will continue. Public Health recommends individuals stay home if they have new, onset respiratory symptoms. This is to decrease spread of respiratory conditions, including COVID-19.

You will only have to answer the daily health check questions when your workday or shift commences.

For workers newly returning to the workplace, to better facilitate the daily check [describe how the workplace will be doing the health screening: online, email, phone, Skype/MS Teams, etc. If in-person only: which entrances can be used and who will be completing the health check, e.g. the supervisor or a designate].

Daily health checks help shift our practices to manage days when we may have symptoms. I want to remind everyone that you must not come to work if you are ill or feeling unwell. Please leave the workplace immediately if you begin to feel unwell. I have attached a copy of the daily health check questions for your reference.

Daily health checks are recommended throughout BC's Restart Step 3. If you have any questions, please contact [describe who to contact]

## Sample Daily Email Script

Subject: Daily Health Check Confirmation

Good morning,

I am emailing to confirm you have completed your daily COVID-19 health check. Information about health checks, including the questionnaire, is available on the [COVID-19 Information for BC Public Service Employees page](#) on MyHR.

See page 5 for the health check questions, or use the [BC Public Service Daily Health Check website](#) to complete your daily health check.

Please reply to this email within 10 minutes by stating either “I have completed the health check and am able to be in the workplace today,” or “I am unable to attend the workplace today.”

Thank you.

## Staff Daily Health Check Questions for BC Public Service Workplaces

Some of these questions may seem personal but they are important to help ensure the health and safety of everyone in the workplace. No personally identifiable information is recorded.

1. Are you experiencing any of the following new or worsening symptoms?

- Fever or Chills
- Cough
- Sore throat
- Difficulty breathing
- Diarrhea
- Nausea and/or vomiting
- Extreme fatigue or tiredness
- Body aches
- Loss of appetite
- Headache
- Loss of sense of smell or taste

2. In the last 14 days, have you returned from travel outside Canada, including the United States, and been directed to quarantine? If yes, have you completed your quarantine?

3. Have you been identified as a close contact of a COVID-19 positive case by Public Health?

4. Have you been told to self-isolate by Public Health or a Health Care Professional?

**Supervisor/Designate:** If an employee answers yes to any question (including having just one symptom in question 1) or refuses to answer, they have not passed the health check and cannot enter the workplace. Advise the employee they must return home and seek medical advice or use the [BC COVID-19 Self-Assessment Tool](#). The employee should contact their supervisor about work from home or leave options and next steps.

If the employee to refuse to complete the self check, they must not enter the workplace. Further advice from MyHR is recommended.

**Employees:** If you answered yes to questions 2 or 3, you should leave the workplace and use the [BC COVID-19 Self-Assessment Tool](#) to determine testing needs for COVID-19 or seek medical advice from your health practitioner.

If you answered yes to question 4, you must return home immediately and continue to self-isolate according to the Public Health direction received.

## Frequently Asked Questions

### **1. What if a staff member answers yes to any of the health check questions?**

The employee must not enter the workplace or must leave immediately. They must return home and use the [COVID-19 BC Support App and Symptom Self-Assessment Tool](#) or follow any public health advice they were given. The employee should contact their supervisor about work from home or leave options and next steps.

### **2. What if a staff member refuses to answer the questions?**

Explain to the employee that taking the time to self-check for new onset symptoms is one of the steps to help prevent transmission in British Columbia. For any respiratory condition, Public Health is recommending symptom checking to reduce virus spread in the population.

If the employee continues to refuse to answer the questions, they must not enter the workplace or must leave the workplace immediately. The employee's supervisor should contact MyHR about next steps.

### **3. Does the employee have to complete their daily health check physically outside of the workplace?**

No. The check can take place inside the workplace in a controlled environment. Staff waiting to complete their health check should not be in proximity to other employees, other than the person designated as the health checker, until they complete the check. There must be room for two-metre physical distancing, or a barrier must be used to prevent potential COVID-19 exposure between the designated health checker and incoming staff.

### **4. Can I make all staff designated health checkers and have them health check each other and themselves?**

No. To ensure the questions are correctly administered and all staff are asked if they have completed their daily health check, the number of designated health checkers (including supervisors) should be kept to a minimum allowing for efficient operations.

### **5. Can daily health checks be done virtually?**

Supervisors are responsible for ensuring all onsite workers have been screened prior to starting work. The [Online Health Check](#) is the easiest method for everyone – answer the questions and submit your completed health check to your supervisor, all online.

Email, phone and in-person checks are also acceptable. Supervisors should set a deadline for staff to reply to an email or send an instant message confirmation of the health check and follow up if staff don't reply on time. See the sample emails on page 3.

### **6. Do daily health checks have to be completed for contractors entering the workplace (e.g. CBRE or employees visiting from another office)?**

When staff are present at same time as a contractor, the supervisor should inquire if the contractor has completed a daily health check.

**7. Do staff have to complete another health check after returning to the workplace from lunch break?**

No. The health check is only recommended once when the employee’s workday commences. However, if staff begin to feel unwell at work they must leave immediately.

**8. Is the workplace required to keep a list of staff who pass or fail the daily health check?**

No. The workplace should not be keeping a record of a staff member’s pass or fail or any individual’s specific answers. No personally identifiable information is collected. The only record that should be kept is that the health check was completed. See “Who Conducts the Daily Health Check?” above.

**9. Do daily health checks have to be completed for clients or the general public entering our workplace?**

No. The daily health check is intended to manage the employee work areas of our workplaces. Ministries may have protocols and policies specific to visitors or the general public.