

# Daily Health Check for BC Public Service Workplaces

In December 2020 the Provincial Health Officer ordered employers to complete a daily health check for all **workers** (staff or contractors) entering public service workplaces. The order applies to all public and private sector workplaces across the province until rescinded by the Provincial Health Officer. This document will be updated to reflect any changes to the order, and when it is rescinded.

All staff must complete a daily health check at the beginning of each shift and supervisors must ensure the health check has taken place with each staff member prior to them commencing work. Staff visiting a workplace from other locations are included; the order does not apply to staff working from home.

## How to do the daily health check

The daily health check questions are on page 4 of this document.

### *By email*

Supervisors can email staff the daily health check questions and ask them to confirm they have completed it and are ready to begin work or attend the workplace. A sample daily confirmation email is on page 5.

### *In-person*

Staff can be screened in-person at the workplace by being shown the daily health check questions and confirming they are able to attend the workplace today. The screener does not need to have the staff member fill out the questionnaire. Both parties must maintain two metres physical distancing or be separated by a physical barrier during the conversation.

### *Who conducts the daily health check?*

The health check confirmation can be done by the supervisor or designate. The verification that the staff member has completed their health check can be done in-person or by email, phone or instant messaging.

The supervisor or designated screener should not inquire about the person's health status or how they answered a specific question, and they do not record any health data or keep a record of any individual answers. However, records of the checks should be maintained for a minimal amount of time to ensure all staff are completing the health check.

## Frequently asked questions

### **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.

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

Remind the employee we are asking these questions because of an order by the Provincial Health Officer, which is the same as a law. If the employee continues to refuse to answer the questions, they must not enter the workplace or must leave it immediately. The employee's supervisor should contact MyHR about next steps.

### **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. Unchecked staff should not be in proximity to staff that have completed the health check other than the designated screener. There must be room for two-metre physical distancing, or a barrier must be used to prevent potential COVID-19 exposure between the designated screener and incoming staff.

**Can I make all staff designated screeners 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 done a daily health check, the number of designated screeners (including supervisors) should be kept to a minimum that allows for efficient operations.

**Can daily health checks be done virtually?**

Supervisors are responsible for ensuring all onsite workers have been screened prior to starting work. If this cannot be done in-person, virtual or phone confirmations are also acceptable. Supervisors should set a deadline for staff to reply to an email or instant message confirmation of the health check and follow up if staff don't reply on time. See the sample email on page 5.

**Do daily health checks have to be completed for contractors or visiting staff entering the staff areas of the workplace (e.g. CBRE or staff from another office coming to work in our office)?**

When staff are present in the staff area at same time as the contractor/visitor, the supervisor should inquire if the contractor/visitor has completed a daily health check. According to the PHO order, the contractor or visiting staff should have completed a daily health check prior to starting their shift with their employer/supervisor.

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

No. The health check only needs to occur once when the employee's workday/shift commences. However, if staff begin to feel unwell at work they must leave immediately.

**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.

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

No. The Provincial Health Officer has ordered active health screening only for workers entering the workplace. Staff must continue to follow COVID-19 safety protocols while interacting with clients and others.

## Implementation checklist

Once the workplace has determined how verification of staff 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:

*If screening in person at the worksite:*

- Print a supply of the Daily Health Check Questionnaires (page 5 of this document) or create a larger poster version for staff 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 administer it properly, including asking an employee who answers yes to any questions to leave and contact their

supervisor.

- Email staff who will be entering the workplace about the daily health check process. Cut and paste the sample message below and personalize for your workplace.

*If completing health checks virtually:*

- 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 about the daily health check process. Cut and paste the sample message below and personalize for your workplace.
- Email staff a copy of the Daily Health Check questionnaire. Staff can also use the [COVID-19 BC Support App and Symptom Self-Assessment Tool](#) to complete their daily health check.

Sample email introducing the health check at the workplace :

*As you may have heard, the Public Health Officer (PHO) has issued an order for all workplaces requiring all staff to complete a daily health check prior to starting work.*

*This means the employer must ask if you have completed a daily health check when you first attend the workplace for the day. Some of these questions may sound personal, but they are important to help ensure the health and safety of everyone in the workplace and help bend the curve. Please understand that PHO orders are legally binding.*

*You will only have to answer the daily health check questions when your workday/shift commences. To better facilitate the daily check [describe how the workplace will be doing the health screening, if in-person only: which entrances can be used and who will be completing the screening e.g. the supervisor or a designate. If screening virtually describe how it will be done, emails, phone calls video etc.].*

*Daily health checks augment our COVID-19 workplace assessment, safety plan and protocols that we all must continue to follow when in the workplace. I want to remind all staff that you must not come to work if you are ill or feeling unwell and to leave 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 effective until the Provincial Health Officer makes any changes to or rescinds the order. If you have any questions, please contact [describe who to contact]*

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

To comply with the Public Health Officer's orders of November 19, 2020, all staff entering a workplace anywhere in the province must confirm they have completed a daily health check prior to entering the workplace. Daily health checks are only to be completed by staff, not clients or the public.

Some of these questions may sound personal but they are important to help ensure the health and safety of everyone in the workplace. No personally identifiable information is recorded. Responses are not tied to individuals.

**Reminder – face masks are required in all common work areas and areas where physical distancing cannot be maintained.**

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

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

Yes  No

### 2. Have you traveled outside of Canada, including the United States, within the last 14 days?

Yes  No

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

Yes  No

### 4. Have you been told to self-isolate by Public Health?

Yes  No

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 COVID-19 BC Support App and Symptom Self-Assessment Tool. The employee should contact their supervisor about work from home or leave options and next steps.

Employee – if you have answered “YES” to questions 2 or 3, you should leave the workplace and use the COVID-19 Self-Assessment Tool to determine testing for COVID-19 or seek medical advice from your health practitioner.

Employee – if you answered “YES” to question 4 you must return home immediately and continue to self isolate.

Employees refusing to answer any of the questions are reminded we are asking these questions because of an order by the Provincial Health Officer, which is the same as a law. If the employee continues to refuse to answer the questions, they must not enter the workplace.

## Sample daily email script

Subject: Daily Health Check Confirmation

Good Morning

I am emailing to confirm that you have completed your daily COVID-19 health check. Information on the health check, including the questionnaire, is available at [https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/bc\\_public\\_service\\_covid19\\_workplace\\_screening\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/careers/about-the-bc-public-service/bc_public_service_covid19_workplace_screening_guide.pdf)

See page 4 for the health check questions, or use the [COVID-19 BC Support App and Symptom Self-Assessment Tool](#) to complete your daily health check.

Please reply to this email within 10 minutes by stating:

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.