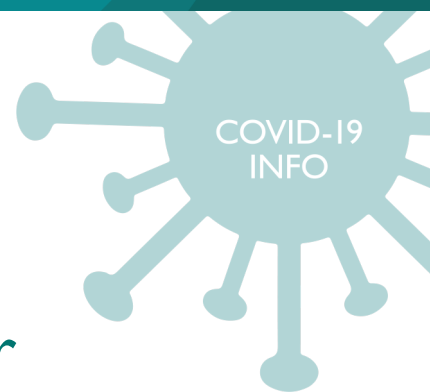


# Health and Residential Care Service

## Standard Operating Procedure for Entry Screening



For use with

- *Staff Screening Tool for Health Services*
- *Staff and Visitor Screening Tool for Residential Care Services*

### **Purpose**

To reduce risk for residents, patients and other staff within health and residential care facilities, where social distancing is often not feasible and residents and patients may be at higher risk of severe illness from COVID-19.

### **Objectives**

- To identify health service staff who have symptoms of COVID-19 or may have been exposed to COVID-19, before they enter their workplace.
- To identify residential care service staff and visitors who have symptoms of COVID-19, may have been exposed to COVID-19 or have not had the latest vaccine for influenza, before they enter the facility.

### **Principles**

At each facility, the layout, resources, processes and associated factors need to be considered for implementation of the screening tool, however the following principles must be adhered to:

1. Staff (and visitors for residential aged care facilities) must complete the screening tool before entering the building or at the point of entry.
2. The process of completing the screening tool must not in itself increase risk of cross-infection (eg this means avoiding queues of people waiting to complete the form and minimising paper handling).
3. There should be a method for storing information safely and securely so shift logs can be provided to Public Health Services if required, to facilitate contact tracing.

Electronic completion of the screening tool and use of hard copies are appropriate.