

# SCREENING OF NETS STAFF AND VISITORS FOR COVID-19 UPON ENTRY TO THE NETS BANKSTOWN AERODROME FACILITY

## PRACTICE GUIDELINE<sup>®</sup>

### DOCUMENT SUMMARY/KEY POINTS

Please observe the following key points with respect to staff and visitor screening

- NSW public hospital and health services will require all staff (including casuals) and visitors to be screened when entering a NSW Health facility
- Screening will involve temperature checks and questions about symptoms and the potential for contact with a COVID-19 positive case
- If a staff member answers yes to any of the screening questions or has a temperature, the staff member will be asked to go to the closest COVID-19 Clinic for review
- If a visitor answers yes to any screening questions or has a temperature they will not be allowed entry and advised to attend a COVID-19 Clinic
- Staff members and visitors who answer no to all screening questions and do not have a temperature will be allowed to enter the building

### CHANGE SUMMARY

- Not applicable

#### Disclaimer

This document is available on-line as a stimulus for interchange of knowledge and ideas in the field of Neonatal and Paediatric Retrieval. It is provided "as-is" and without support or warranty of any kind. Many of our guidelines may not be appropriate for use in retrieval settings other than NETS NSW, especially in non-Australian environments.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>		<b>Review Period:</b> 3 years
<b>Team Leader:</b>		<b>Area/Dept:</b> NETS

## READ ACKNOWLEDGEMENT

- All NETS staff are to read and acknowledge they understand the contents of this guideline.

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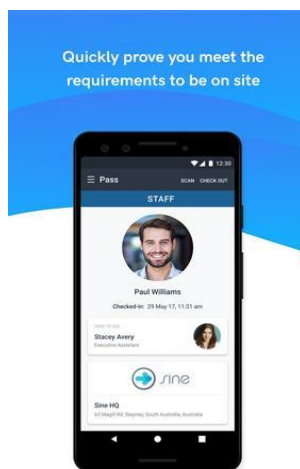
## Introduction

NSW public hospital and health services require staff and visitors to be screened when entering a NSW Health facility.

These additional measures will help identify anyone who may require testing and increase current layers of protection for patients, staff and visitors against COVID-19

## Equipment

- Infrared thermometer (Cocoon NC-9900).
- Sine –Pro station
- Sine Pro app mobile device



## Procedure

On entering the NETS State Headquarters at Bankstown Aerodrome all staff and visitors will be required to have their temperature checked using the non-contact Infrared Thermometer (Cocoon NC-9900).

All NETS staff should download the Sine Pro app to their smart phone.

NETS staff will then upload the temperature and answer other screening questions on the Sine Pro at the front desk or via the Sine Pro app on their mobile device.

On arrival:

- Undertake a temperature check using the Cocoon NC-9900 Infrared Thermometer located at reception adjacent to the Sine Pro check-in station. (Ideally another staff member should take your temperature)
- If the temperature is below 37.5° C proceed to check-in via Sine Pro (reception – visitors/staff or mobile app – staff)
- Complete the check in questions:
  - Have you had any close contact in the last 14 days with a COVID-19 positive (excluding work situations where appropriate PPE was worn)
  - Do you have any of the following symptoms:
    - Breathing difficulties/shortness of breath

- Cough
  - Runny nose
  - Sore throat
  - Fever
- Enter the temperature that was recorded

For staff, a discussion with your line manager is required if you are 37.5° C or greater or you answered yes to any responses to the check-in questions.

For visitors, if they are 37.5° C or greater or their responses are yes to the check-in questions their host must be contacted immediately prior to them moving through the facility.

## General

### Advice for staff members

What should I do if I feel unwell? Only come to work if you are well. Prior to commencing your shift, consider whether you feel unwell and take your temperature. You are required to report to your manager if you develop symptoms prior to starting work or at any time while at work.

If, after arrival at work, a staff member answers yes to any of the screening questions or has a temperature they must not proceed any further into the workplace and should ensure social distancing before leaving the facility. The staff member will then be:

- Asked to go to the closest COVID-19 Clinic for review
- Advised to stay home until the temperature resolves
- Advised to follow the usual sick leave protocol.

Staff members who answer no to all screening questions and do not have a temperature will be permitted to enter the building and commence their shift.

Staff must screen themselves on entry to the NETS facility. The Clinical Excellence Commission (CEC) and State Health Emergency Operations Centre (SHEOC) have been informed that all NETS staff are screened at the start of the shift and do not require further screening on arrival at a hospital. This is in line with a similar policy for Ambulance staff.

Where possible staff should download the Sine Pro app to their smart phone. Sign-in using this app must occur at the beginning of each shift to enable the information to be available on your phone. This will assist should a hospital attempt to screen you despite the exemption from this process as identified by the CEC and SHEOC. This information can be accessed through the Sine Pro app on your phone. Go to your profile on the Sine Pro and click on check-in form. This will bring up your check-in status from when you arrived at NETS. This way, you can show the answers to your questions if you are still being asked to be screened.

Please advise your manager if you encounter problems

### Advice for visitors

If a visitor answers yes to any of the screening questions or has a temperature, they will be advised

- Not to proceed further into the NETS building
- To go to the closest COVID-19 Clinic for review.

## Instructions on use of the Infrared Thermometer

The non-contact Infrared Thermometer is located at the front of reception next to the Sine Pro visitor check-in tablet. All staff should proceed to this location to undertake temperature testing prior to the commencement of their shift.

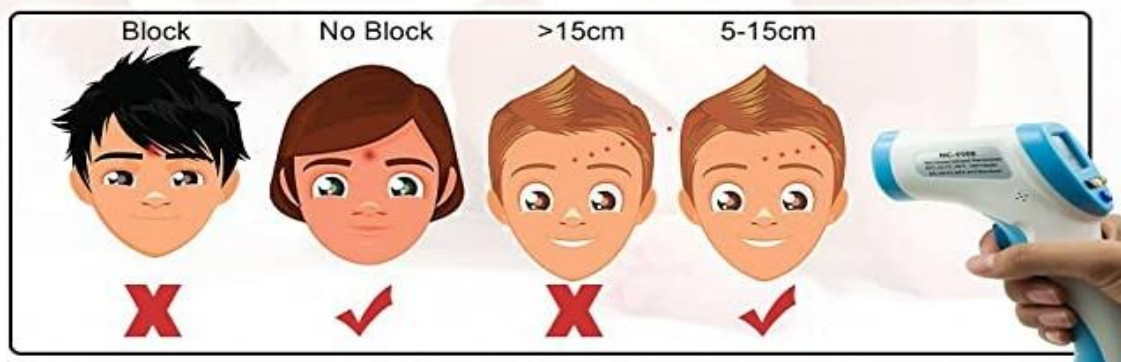
The thermometer has been tested and set to Celsius and body temperature by the biomedical team (**please do not adjust any parameters**)

**When measuring the temperature please keep forehead dry and keep away from heat source and hair.**

To operate:

- Ideally an individual should not take their own temperature and should be taken by a colleague
- Press the blue test key at the front of the handle to activate.
- Hold thermometer 5-10cm away from the forehead (however the closer to 5cm away the more accurate the reading will be) and press the blue test key (see diagram below)
- Release the test key and listen for a beep which will show the current measurement result
- If the body temperature is higher than 37.8°C, the temperature will blink and it will sound with 2 beeps

**Once the temperature has been taken clean the thermometer and reattach the thermometer to the Velcro strips on the partition – please do not remove the thermometer from the front reception area**



## Documentation

All information relating to screening on arrival to work will be uploaded into Sine Pro. This information can be accessed as evidence of compliance by NETS staff in response to the NSW Ministry of Health directive

## References

1. <https://www.nsw.gov.au/covid-19/symptoms-and-testing> (accessed 28/04/2020)
2. Bliss – non contact infrared medical thermometer – Shenzhein Bliss Technology; User manual

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Guideline No:

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