**Electronic Self-Screening Tool**

**Frequent Asked Questions**

1. **When will staff electronic self-screening start?**

Effective October 4, 2021

1. **How do staff/volunteers can access the electronic self-screening?**
* Go to <https://screen.tehn.ca/FHC/Login>
	+ Or Scan Via Phone QR Code

* Login with your First Name and Last Name

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* Select the FHC location
* Select Staff or Volunteer



1. **What does the questionnaire look like?**

The questionnaire includes a series of questions about symptoms, travel and contact history. Please note that questions may change based on local COVID-19 circumstances.





1. **What should I expect to see if I’ve passed self-screening?**

You will see a confirmation page stating that you are cleared to work and can report to your shift.You have the option to include your e-mail address to receive your results by e-mail.

**Screening Outcome Pages**

For individuals who have passed self-screening, they will see a confirmation page stating that they are cleared to work and can report to their shift (image above). The background colour will change for this page every day to day to help identify that the verification page is today’s date (rather than someone re-using a page from a previous day).

**Colour Schedule:**

1. **What should I expect to see if I’ve failed self-screening?**

You will see a confirmation page that instructs you to contact your Supervisor or the onsite Manager for follow-up. An e-mail alert will automatically be sent to HR@fhc-chc.com. A staff from the HR team will forward the alert notification to the onsite Manager and your direct supervisor.



1. **What if I work across two FHC sites during a day?**

You will be expected to complete the screening when you arrive at the first site and again when you visit the second site.

1. **How often do I need to complete self-screening?**

Self-screening must be completed within 2 hours of your shift start time.

1. **How do I bookmark the self-screening website on my phone?**

iPhone:

* Open the Safari app and navigate to [screen.tehn.ca/FHC/Login](https://screen.tehn.ca/FHC/Login)
* Tap the “Share” button (square with arrow)
* Tap “Add Bookmark”
* Launch Safari app and tap Bookmarks to access the self-screening page

Android:

* Open Android browser and navigate to [screen.tehn.ca/FHC/Login](https://screen.tehn.ca/FHC/Login)
* Tap Menu and select Add Bookmark
* Tap Done
* Launch the browser, tap Menu, then tap Bookmarks to access the staff and physician self-screening page
1. **What do I do if I do not have a smartphone to complete self-screening?**

When you arrive at FHC you can use your desktop or laptop to complete the self-screening tool. You will need to open the internet browser and navigate to [screen.tehn.ca/FHC/Login](https://screen.tehn.ca/FHC/Login)

1. **How do Contractors/Vendors and Visitors access the electronic self-screening tool?**
* Go to <https://screen.tehn.ca/FHC/Login>
	+ Or Scan Via Phone QR Code
* Login with First Name and Last Name

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* Select the FHC location
* Select Contractor/Vendor/Visitor
* For Contractor/Vendor enter e-mail address or company’s phone number
* For Visitor enter e-mail address or phone number and the name of the person that you are visiting







1. **What should a contractor/vendor expect to see if they passed self-screening?**

They will see a confirmation page stating that they are cleared to work and can report to their shift.

1. **What should a visitor expect to see if they passed self-screening?**

They will see a confirmation page stating that they are cleared to enter the premises and they should be prepared to show the confirmation page at the entrance.



1. **What do I do if I have questions about the new self-screening tool?**

Questions about the self-screening tool can be directed to Cinthya Narvaez: cnarvaez@fhc-chc.com or 647-200-9639