



COVID-19: Screening Checklist

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It is important to screen all volunteers, staff, vendors, and visitors entering your organization. This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

What to do:

Create and implement an active screening plan including:

- Location and staffing of the screening table
- Appropriate script for screening including process for uncompliant visitors
- Signage to support the active screening process
- Make alcohol-based hand sanitizer available at the screening table
- Clear door rules to allow or prohibit entry
- Provide handout to visitors explaining the changes

Screening questions to consider:

- Greet everyone into the building with a friendly, calm, and reassuring manner.
 - “Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. Given this, we are conducting active screening for potential risks of COVID-19 with everyone entering the building to ensure the safety and well being of everyone.”
1. Do you have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing?
 - Yes
 - No
 2. Have you traveled internationally within the last 14 days (outside Canada)?
 - Yes
 - No
 3. Have you had close contact with a confirmed or probable COVID-19 case?
 - Yes
 - No
 4. Have you had close contact with a person with acute respiratory illness who has been outside Canada in the last 14 days?
 - Yes
 - No

How to respond:

- If the individual answers NO to all questions, they have passed the screening and can enter the building
 - “You’re cleared to enter the building. Please use the hand sanitizer before you go. Thank you for your patience and enjoy the rest of your day.”
- If the individual answers YES to any of the screening questions, or refuses to answer, then they have failed the screening and cannot enter the building
 - For visitors, staff, vendors, volunteers: “I’m sorry but based on these answers, I’m not able to let you enter our organization today. Please contact the Grey Bruce Health Unit or Telehealth Ontario for further instruction.”
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- If they become upset, please contact a senior staff person immediately to handle the situation.
- For staff: “I’m sorry but based on these answers, I’m not able to let you enter the organization today. Please contact your manager to let them know and follow their instructions.”