

COVID-19: Active Screening Tool

March 15, 2020

This document provides guidance on the process to actively screen individuals for novel coronavirus (COVID-19).

Before you begin

- Develop and implement an active screening plan that considers the following:
 - Location and staffing of a screening table near to the entrance
 - A script for screening and a process for visitors who are not compliant
 - Signage to support the active screening process

Introduction to the screening process

- Greet everyone in a friendly, reassuring manner
- The following script may be useful as an introduction to the screening process: “Good morning/afternoon. As you know, the COVID-19 situation continues to evolve quickly. Given this, we are screening everyone entering the building for potential risks associated with COVID-19 in order to ensure the safety and well-being of everyone here.”

Screening questions

1. Do you have any of the following symptoms: fever/feeling feverish, or new or worsening cough, or difficulty breathing?
 - ☐ Yes
 - ☐ No
2. Have you travelled outside of Canada in the past 14 days?
 - ☐ Yes
 - ☐ No

How to respond

- If the individual responds “No” to both questions, they have passed the screening and can enter.
 - The following script may be useful: “You’ve been cleared to enter. Please be sure to wash your hands frequently throughout the day. Thank you for your patience.”
- If the individual responds “Yes” to one or both questions, or refuses to answer, they have not passed the screening and cannot enter.
 - The following script may be useful: “I’m sorry but based on your responses I am unable to let you enter today. Please refer to the Middlesex-London Health Unit’s website (www.healthunit.com/news/novel-coronavirus) for more information.
 - Individuals who have symptoms should self-isolate at home until symptoms resolve.
 - Individuals who have travelled outside of Canada in the past 14 days should self-isolate at home, per direction from the Public Health Agency of Canada.

Adapted from: Ministry of Health COVID-19 Screening Checklist (March 13, 2020)