

# Instructions for Screening Visitors and Staff



Greet everyone into the building with a friendly, calm, and reassuring manner.

**Script:**

*"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 everyone's safety and well-being."*

**To Employees, provide the PINK FORM to complete**

**To Visitors, provide the BLUE FORM to complete**

**How to respond:**

- 1) If the individual **answers NO** to all questions, they have passed the screening and can enter the building.

**Explain:** *"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."*

- 2) 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, vendors, volunteers, explain:** *"I'm sorry but based on these answers, I'm not able to let you enter the building today. Please contact your local public health unit or Telehealth Ontario for further instruction."*

If they become upset, please contact a senior staff person immediately to handle the situation.

**For employees, agency staff, contract staff, explain:** *"I'm sorry but based on these answers, I'm not able to let you enter the building today. Please contact your manager to let them know and contact your local public health unit or Telehealth Ontario for further instruction."*

**\*Active Screening Questions for COVID-19 referenced Next Page.**

Information obtained from Ministry of Health Ontario, COVID-19 Screening Checklist.

**Active Screening Questions for COVID-19 (for reference):**

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**