

COVID-19 Screening Checklist

To: All licensed and unlicensed home childcare

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 that includes
 - Educating staff on active screening process and requirements
 - Deciding on location and staffing of the screening table
 - Ensuring that a 2 metre (six feet) distance is kept between staff and person(s) being screened Having a script and process for uncompliant visitors
 - Making alcohol-based hand sanitizer available at points of entry and throughout the house
 - Post the Do not enter signage – from Ottawa Public Health

Screening questions to consider

- Greet everyone with a friendly, calm, and reassuring manner.
 - “Good morning/afternoon! As you know, the situation with COVID-19 continues to change quickly. For everyone’s safety, we are conducting active screening for potential risks of transmitting COVID-19 with everyone entering our home.”
- 1. Do you have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing?
 Yes No
- 2. Have you travelled outside of Canada (including the United States of America) within the last 14 days?
 Yes No
- 3. Have you had close contact with a person who has tested positive for COVID-19 or is suspected to have COVID-19?
 Yes No
- 4. Have you had close contact with a person who has a fever, cough or shortness of breath that started within 14 days of travel outside of Canada?
 Yes No

How to respond, based on the results of the screening

- Individuals that pass the screening (**answered NO to all questions**) will be allowed to enter. The following are some suggested instructions and scripts:
 - “You’re good to come in. Please use the hand sanitizer before you go. Thank you for your patience and enjoy the rest of your day.”
 - For the continued health and safety of those in the home here are recommended precautions:
 - Wash your hands often with soap and water, or use hand sanitizer
 - Avoid touching your eyes, nose, and mouth unless you have just cleaned your hands
 - Cover your cough and sneeze with a tissue or into your arm, not your hand
 - Maintain physical (social) distancing (2 metres/six feet)
- 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 house. The following are some suggested instructions and scripts:
 - For parents and children: “I’m sorry but based on these answers, I’m not able to let you enter the house today. Please visit ottawapublichealth.ca/coronavirus for more information on what to do.”
 - If they become upset, please follow your provider’s escalation process to handle the situation and keep safe.

For information and current situation, please visit [Ottawa Public Health-Novel Coronavirus](https://ottawapublichealth.ca/coronavirus) main page or [Ottawa Public Health – Professional](https://ottawapublichealth.ca/professional) page.