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 main page or Ottawa Public Health – Professional page.