

## ACTIVE SCREENING QUESTIONNAIRE

The staff responsible for conducting the active screening will complete the “Staff and Essential Visitors Log”, by asking each of the active screening questions below. Should any of the questions be answered as “yes” instructions are provided and must be followed.

1. **Do you have any of the following new or worsening symptoms or signs?**  
Symptoms should not be chronic or related to other known causes or conditions.

- fever or chills
- Difficulty breathing or shortness of breath
- cough
- Sore throat, trouble swallowing
- Runny nose, stuffy nose or nasal congestion
- Decrease or loss of smell or taste
- Nausea, vomiting, diarrhea, abdominal pain
- Not feeling well, extreme tiredness, sore muscles

If yes to any, please delay entering, complete the Ministry of Health online self-assessment and follow the instructions.

If yes to any and you are a CLTO staff, please delay entering, notify your immediate supervisor, complete the Ministry of Health online self-assessment and follow the instructions.

2. **Have you traveled outside of Canada in the past 14 days?**

If yes, please delay entering, complete the Ministry of Health online self-assessment and follow the instructions.

If yes and you are a CLTO staff, you must self-isolate at work and notify your immediate supervisor.

3. **Have you recently (within the last 14 days) worked in a location that is currently experiencing an outbreak where you’ve been asked to self-isolate while at work?**

If yes, please delay entering.

If yes and you are a CLTO staff, please delay entering and notify your immediate supervisor.

4. **Have you been in close contact with a probable or confirmed case of COVID19? (i.e. a high-risk exposure)**

For visitors, if yes, you should self-monitor for symptoms and please delay entering. If visit was pre-scheduled and already recorded in the Staff and Essential Visitors Log, identify that visitor did not pass screening on the day of the scheduled visit.

If yes and you are a healthcare professional, CLTO staff or agency staff: did you wear the required and/or recommended PPE according to the type of duties you were performing?

- If yes, you should self-isolate while at work and continue to monitor for symptoms and are required to notify your immediate supervisor if noticing any symptoms.
- If no, delay entering and notify your immediate supervisor (to determine if you can self-isolate while at work) AND contact your health care provider, or Telehealth Ontario (1-866-797-0000).

*Should an individual in service that resides at the home with other individuals fail the screening, separate the individual showing symptoms from others. The individual should be encouraged to wear a mask. Staff will use the appropriate level of precautions and follow the steps outlined in the Response Guide COVID-19 Symptomatic Individuals and Staff at Community Living Toronto.*

**Related Documentation:**

[Ministry of Health COVID-19 Screening Tool for Workplaces \(Business and Organizations\)](#)  
[How to self-isolate while at work](#)  
[Screening Protocol](#)