

## ACTIVE SCREENING QUESTIONS AND SCRIPT FOR SCREENER

The following questions will be answered by staff or visitor using the SWAS App or via an on-site screener where access to the online App is not available. Where the App is not available, staff responsible for conducting the active screening will enter responses in the “Staff and Essential Visitors Log”.

### For Employees and Agency Staff:

A script is provided for the screener along with instructions that 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
- New or worsening 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 and you are a CLTO staff or agency 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, and you are a CLTO staff or agency staff, please delay entering and notify your immediate supervisor, you must follow the Public Health Agency of Canada instructions related to mandatory quarantine restrictions when returning from travel outside of Canada.

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

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

4. **In the last 14 days, has a doctor, health care provider, or public health unit identified you as a close contact (high-risk exposure) of someone who currently has COVID-19 and you have been asked to isolate at home?**

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

**5. Toronto Public Health has in place recommendations and restrictions including limits on gatherings, hand hygiene and respiratory etiquette, and the use of face coverings and masks. Have you breached any of these?**

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

**As a reminder of expected practice please read the following statements before allowing entry.**

- You are expected to wear facial protection (procedural mask and face shield/ goggles) at all times while providing support at CLTO except for when you are:
  - eating/drinking (as long as 2 metres/6-foot physical distance from others can be maintained),
  - outside and physical distance can be maintained, or
  - alone in an office.
- You must maintain 2 meters or 6 feet from others when removing your facial protection. This includes interacting with colleagues outside of work which can raise the risk of COVID-19 transmission.
- Staff must wear an isolation gown when providing direct care to residents with respiratory symptoms and/or are under droplet/contact precautions.

**For Visitors:**

A script is provided for the screener along with instructions that 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
- New or worsening 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.

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

If yes, please delay entering, you must follow the Public Health Agency of Canada instructions related to mandatory quarantine restrictions when returning from travel outside of Canada.

3. **Have you recently (within the last 14 days) visited or worked in a different location that is currently experiencing an outbreak where you have been asked to self-isolate?**

If yes, please delay entering.

4. **In the last 14 days, has a doctor, health care provider, or public health unit identified you as a close contact (high-risk exposure) of someone who currently has COVID-19 and you have been asked to isolate at home?**

If yes, 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.

5. **Toronto Public Health has in place recommendations and restrictions including limits on gatherings, hand hygiene and respiratory etiquette, and the use of face coverings and masks. Have you breached any of these?**

If yes, please delay entering.

**As a reminder of expected practice please read the following statements before allowing entry.**

All Ontarians, including our staff at CLTO, must adhere strictly to Public Health recommended practices to help stop the spread of COVID-19. These practices include:

- *wearing facial protection when outside of your home,*
- *rigorous hand and respiratory hygiene, and*
- *limiting close contact (within 6ft or 2 metres) only to people you live with in the same household.*

*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](#)  
[Protocol for Passive and Active Screening](#)