



COVID-19: Screening Checklist for Visitors and Employees

ALL individuals (employees, family, visitors, government officials) entering the building must be asked the following questions:

1. Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?

- YES NO – please ask them to do so

2. Ask the individual if they have any of the following symptoms?

- Fever
 Sore throat
 Cough
 New shortness of breath

If YES to any, restrict them from entering the building.

3. Ask the individual if they have visited or worked in facilities or areas with recognized COVID-19 cases?

- YES NO

A. If YES, ask if they visited/worked with someone with confirmed COVID-19?

- YES NO

If YES, restrict them from entering the building.

If NO, proceed to step 4.

4. Allow entry to building and remind the individual to:

- Wash their hands or use ABHR throughout their time in the building.
 Not shake hands with, touch or hug individuals during their visit.