

Public Health Airport Entry Screening Checklist

The public health entry screening checklist provides considerations for ministries of health and relevant point-of-entry partners on the implementation of health screening of travelers entering a country during an outbreak with risk of cross-border or international spread.

Public health entry screening is performed to detect travelers who are ill or may have been exposed to the outbreak disease.

The following checklist is shared as a resource to support discussion and planning related to entry screening activities. It represents a compilation of issues and operational considerations that international partners may wish to evaluate when designing, implementing, or assessing entry screening processes.

This checklist is not exhaustive or prescriptive and does not constitute requirements or standards. Responsibility for decisions regarding the use, modification, or implementation of any element of this checklist rests with national and local authorities, consistent with their specific circumstances and applicable laws and regulations.

Set the Objective

- ☐ Confirm or develop objectives for implementing public health entry screening
- ☐ Confirm or develop activation and deactivation criteria
- ☐ Determine which points of entry will conduct public health entry screening and if arriving travelers will be redirected (funneled) to select points of entry

Identify Authorities and Funding

- ☐ Confirm legal and regulatory authorities to redirect travel, detain, isolate, quarantine, monitor for symptoms, and collect information from travelers
- ☐ Identify and clarify the responsible public health jurisdictions such as national or subnational governments
- ☐ Define roles and responsibilities of all parties involved with entry health screening decisions and implementation
- ☐ Develop budget and identify funding sources
- ☐ Identify and address funding gaps



Prepare and Train Staff

- ☐ Develop or adapt health screening protocols and decision criteria for assessment and referral of ill or exposed travelers
 - Define primary* and secondary† screening procedures
 - Develop algorithms for determining risk level and actions to take, such as allow or deny entry, restrict internal travel, refer to subnational public health jurisdiction for symptom monitoring, or refer to healthcare facility.
- ☐ Develop or adapt safety and infection prevention and control (IPC) protocols
- ☐ Develop or adapt guidance for subnational health authorities to conduct public health management of travelers from outbreak-affected countries
- ☐ Determine staffing needs and qualification requirements such as health screening, safety, logistics, data management
- ☐ Develop or adapt training materials
- ☐ Provide training for screening staff on:
 - Point of entry role in broader public health surveillance system
 - Disease-specific information
 - Screening protocols
 - Safety protocols
 - IPC protocols
 - Data management and confidentiality
 - Health communications with travelers
 - Contact investigations if a symptomatic traveler is confirmed to be infected
- ☐ Develop or adapt contingency staffing plans to be prepared for situations that could impact staffing levels
- ☐ Develop or adapt staff scheduling system
- ☐ Identify transportation mechanisms with trained and equipped ambulance workers
- ☐ Develop or adapt notification procedures to healthcare facility, and leadership, for travelers transferred to healthcare facilities
- ☐ Develop or adapt notification procedures to subnational public health jurisdictions for travelers from outbreak-affected countries allowed entry
- ☐ Manage point of entry access and credentialing for surge staff



Prepare Facilities and Supplies

- ☐ Identify and establish area(s) at the point of entry for health screening operations
 - Primary screening
 - Secondary screening
 - Management of travelers who may require temporary holding at the point of departure before undergoing, if necessary, isolation or quarantine
- ☐ Identify referral healthcare facilities and transportation mechanisms for diagnosis and/or care of ill travelers referred from entry screening
- ☐ Obtain or prepare supplies for health screening operations such as personal protective equipment, non-contact thermometers, health declaration forms, hand hygiene supplies, and waste management supplies.
- ☐ Develop or adapt protocols for maintaining inventory and ordering additional supplies

Screen and Act

- ☐ Apply protocols and decision criteria for assessment and referral of ill or exposed travelers
- ☐ Identify transportation mechanisms for
 - Transferring ill travelers to healthcare facilities
 - Transferring exposed travelers to locations for quarantine
- ☐ Develop or adapt contact investigation protocols for
 - Travelers (passengers or crew) exposed while on conveyances
 - Travelers or staff exposed at the point of entry

Communicate Clearly

- ☐ Identify method(s) for communicating health messages to travelers and other relevant audiences
- ☐ Develop and communicate health messages to travelers, community members, conveyance operators, screening staff, and response partners
- ☐ Identify language needs and translate health messaging into relevant languages
- ☐ Establish regular ongoing communication with partners, including Port Health (or equivalent) leadership and point of entry partners such as port authority, immigration, security, and conveyance operators.



Manage the Data

- ☐ Identify information that will be needed from travelers to facilitate entry screening, post-travel follow-up, and contact tracing
- ☐ Determine whether additional uses for traveler screening data exist and, if so, evaluate data collection, storage, analysis, and reporting needs
- ☐ Develop or adapt data collection tools
- ☐ Identify metrics to collect to monitor and evaluate health screening operations
- ☐ Coordinate and organize screening operation information including collection, storage, analysis, and reporting
- ☐ Develop a plan for proper sharing and releasing traveler data, in accordance with all applicable laws and regulations

Identify Gaps and Implement Corrective Actions

- ☐ Conduct regular assessments of entry screening operations to identify gaps in protocols, staffing, supplies, infrastructure, and data management
- ☐ Establish a process for staff to report challenges
- ☐ Develop corrective action plans that assign implementation leads, the resources required, and timeline for resolution
- ☐ Update protocols and training procedures to reflect lessons learned and best practices
- ☐ Develop and disseminate after-action reports and communicate changes to relevant staff, partners, and national and subnational public health authorities

* **Primary screening** is a brief initial health and exposure assessment that generally includes observing travelers for obvious signs of illness, measuring their temperature, and collecting information on travel and exposure history and symptoms.

† **Secondary screening** includes an additional public health assessment for a subset of travelers who are identified through primary screening as potentially ill or exposed and therefore might need additional public health interventions such as isolation, medical examination and laboratory testing, symptom monitoring, or restriction of movement.

