COVID-19: Employee Screening Questions and Guidelines

This guidance is intended for screening of employees before the start of the workday.

Ask **ALL** employees reporting to work the following questions before the start of each work shift:

# Screening Questions

**Check off, if you have had any of the following signs or symptoms in the past 24 hours?**

* Fever (100.4° F [38.0° C] or greater using an oral thermometer)
* Shortness of breath (not severe)
* Cough
* Chills
* Repeated shaking with chills
* Unexplained muscle pain
* Headache
* Sore throat
* Nasal congestion (different from pre-existing allergies)
* New loss of taste or smell

If you have one or more symptom(s) that may be related to COVID-19 as listed above; stay home and take care of yourself. Any employee asked to go home must be reported immediately to HR.

**If you answered yes to any of the above, In the two weeks before you felt sick, did you:**

* Have contact with someone diagnosed with COVID-19?
* Live in or visit a place where COVID-19 is spreading?
* Have close contact (within 6 feet) of anyone in the workplace?

# Guidelines

## Are you ill, or caring for someone who is ill?

* Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
* If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

## When can an employee return to work?

The Centers for Disease Control and Prevention (CDC) has two separate guidelines depending on if patient was tested or not:

* If not tested for COVID-19, employees can return to work:
  + If they have no fever for 3 days without the aid of medications, **AND** show improvement in respiratory symptoms, **AND**
  + At least 10 days have passed since your symptoms first appeared
* If tested for COVID-19 and were positive, employees can return to work:
  + If they have no fever for 3 days without the aid of medications **AND** show improvement in respiratory symptoms, **AND**
  + Have two negative tests collected >24 hours apart

An employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

## Ways to manage health at home:

* Stay home from work and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
* Monitor your symptoms. If your symptoms get worse, call your healthcare provider immediately. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
* Remember to get rest and stay hydrated, cover your cough and sneezes, wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
* If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.
* As much as possible, stay in a specific room, away from other people in your home and use a separate bathroom, if available. If you need to be around other people, wear a facemask if you are symptomatic. Avoid sharing personal items with others like dishes, towels, and bedding.
* Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

Self-checker link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>