

EMPLOYEE SCREENING CHECKLIST FOR BUSINESS

This Checklist Provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment

Employee Name _____ Date _____

WHAT TO DO

Create and implement an active screening plan including:

- Location and staffing of the screening table
- Signage to support the active screening process
- Rules to allow or prohibit entry
- Script for screening
- Alcohol-based hand sanitizer available at the screening table
- Handout explaining the changes
- Develop sick policies, like work from home options

SCREENING QUESTIONS TO CONSIDER

Greet everyone entering the building with a friendly, calm, and reassuring manner.

"Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. We are screening all employees for potential risks of COVID-19 to ensure the health and safety of everyone."

Do you have any of the following symptoms:

<input type="checkbox"/> Temperature > 100.4°F	<input type="checkbox"/> Nausea
<input type="checkbox"/> Fatigue or weakness	<input type="checkbox"/> Sore Throat
<input type="checkbox"/> Sweats and/or chills	<input type="checkbox"/> Vomiting
<input type="checkbox"/> Congestion / runny nose	<input type="checkbox"/> Headache
<input type="checkbox"/> Cough	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Sudden loss of sense of smell	<input type="checkbox"/> Muscle aches
<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Conjunctivitis (pink eye)

- Have you traveled within the last 14 days?
 - Yes
 - No
- Have you had close contact with a confirmed/probable COVID-19 CASE?
 - Yes
 - No

Practice these healthy habits to prevent the spread of viruses:

- Wash your hands often with soap and water or use hand sanitizer.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Avoid handshakes.
- Avoid contact with people who are sick.
- Clean and disinfect frequently touched surfaces.
- Wear a mask or other face covering to avoid the possibility that you might spread the virus to others
- IF YOU ARE SICK, STAY HOME.