



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.

HOW TO RESPOND

- If the individual answers **NO** to all questions, they have passed the screening and can begin working.
- If the individual answers **YES** to any screening questions, or refuses to answer, they failed the screening. Keep the employee away from others and contact a supervisor for assistance.



FOR MORE INFORMATION PLEASE VISIT: [BAYCOUNTY-MI.GOV/HEALTH](https://baycounty-mi.gov/health)