

COVID-19 Screening Checklist for Employers

Name: _____ Date: _____ Time: _____

Purpose: Based on the Febrile Respiratory Illness Health Order that took effect on 03/26/2020, all employers, on a daily basis, are to screen all employees for signs & symptoms of respiratory illness accompanied by fever and COVID-19.

Instructions: ALL employees and government officials entering the building must be asked the following below. Employees who are teleworking must also complete the screening. Please maintain this record for 14 days from completion of this form and have this form available upon request from the Public Health Department.

1. Have you washed your hands or used alcohol-based hand sanitizer on entry?

YES NO – Ask them to do so.

2. Do you have any of the following symptoms which are new or unusual for you?

New or worsening cough Muscle or body aches Headache
 Sore throat New or worsening shortness of breath or difficulty breathing Fatigue
 Congestion or runny nose Nausea or vomiting Diarrhea New loss of taste or smell

- If YES to any, restrict them from entering the building and send person home.*
- If NO to all, proceed to remaining questions.

3. Employee's temperature: _____°F. (If you have a thermometer available)

3A. Does the employee have a fever (temperature 100.4°F or greater) or feeling feverish/having chills?

YES NO

- If YES to any, restrict them from entering the building and send person home.*
- If NO, proceed to question #4.

4. Ask the employee the following:

Have you been exposed to any person who, within the past 14 days, was confirmed COVID-19 positive by lab test? YES NO

- If YES, contact your supervisor immediately**
- If NO, proceed to #5

5. Allow entry to building and remind individual to:

Wash their hands or use alcohol-based hand sanitizer throughout their time in the building.
 Not to shake hands with, touch, or hug others during their time in the building.

***The person being sent home, must inform their supervisor and Human Resources that they were sent home and is responsible for following-up with their primary care physician if needed.**

****Supervisors review second page of this document**

Person Performing Screening: _____

Please refer to the definition of essential available from the state of California here: <https://covid19.ca.gov/img/EssentialCriticalInfrastructureWorkers.pdf>

Symptomatic employees should be sent home. If an employee becomes symptomatic at work, they should be sent home immediately

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Supervisors should review the Staff Scenario Matrix to determine when it is safe for the employee to return to work.

Asymptomatic Employees Who Have Been Exposed:

If an asymptomatic employee of an essential business has had contact with a confirmed COVID-19 case, and it is possible for them to remain quarantined at home, that is preferred. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not necessarily limited to, separating staff by off-setting shift hours or days and/or social distancing. These steps can preserve the workforce and allow operations to continue. If the absence of this asymptomatic employee would result in the failure of essential business operations, they should contact the Health Officer to determine if they may be allowed a 'modified quarantine' (may report to work and back home only).

If modified quarantine is approved, the employee must adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace and in public.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

Employers should implement the recommendations in the [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019](#) to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.