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

**WHAT TO DO**

Create and implement an active screening plan to be administered at the start of every workday or shift, 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
- Notify staff explaining the changes
- Develop sick policies, like work from home options

**SCREENING QUESTIONS TO CONSIDER**

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

“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.”

1. Do you have any of the following symptoms: fever/feverish, chills, dry cough, difficulty breathing, acute loss of taste or smell, or digestive symptoms such as diarrhea, vomiting, and abdominal pain?
   - O Yes
   - O No

2. Have you traveled within the last 14 days?
   - O Yes
   - O No

3. Have you had close contact with a confirmed/probable COVID-19 case?
   - O Yes
   - O No

4. Take and record individual’s temperature. Is their temperature ≥ 100.4°F?
   - O Yes
   - O No

   • 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.

**MESSAGES TO PREVENT THE SPREAD OF VIRUSES AND TO STAY HEALTHY**

Practice these healthy habits to prevent the spread of viruses:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze into your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands.
- Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- Avoid touching common surfaces in public places – elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover hand or finger.
- Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.