

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?
 Yes No
2. Have you traveled within the last 14 days?
 Yes No
3. Have you had close contact with a confirmed/probable COVID-19 case?
 Yes No
4. Take and record individual’s temperature. Is their temperature $\geq 100.4^{\circ}$?
 Yes No

_____ record temp. on this line

- **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.

