

Employee Screening Process

Guidelines for Prevention of COVID 19 Transmission

Effective 03/11/2020

All persons entering the facility shall be asked the following questions*

Questions 2 may be updated in the future as the CDC updates the transmission status designation of countries.

- 1. Do you have symptoms of respiratory infection (fever, cough, or shortness of breath)?**
 - If answer is **NO** – Proceed to work
 - If answer is **YES** – Employee will be sent home.
 - Let employee know that they may return to work when they are no longer symptomatic (typically 24-hours).
 - The employee does not need to get doctor's note/release to return to work.

- 2. Have you traveled outside of the United States to any the following countries within the past 14 days: China, Iran, Italy, Japan, South Korea?**
 - If answer is **NO** – Proceed to work
 - If answer is **YES** – **and the employee does not have a fever, cough, or shortness of breath:**
 - Let employee know they will be required to stay at home for 14-days from the time they left the impacted country,
 - If the answer is **YES and** the employee currently has a fever, cough, or shortness of breath:
 - Let the visitor know they are required to contact their local health department.
 - The visitor is required to stay home for 14 days from the time they left the impacted country.

- 3. Have you had contact with anyone with COVID-19 in the past 4-14 days?**
 - If answer is **NO** – Proceed to work
 - If answer is **YES:**
 - Employees will not be accepted into the office until medical clearance is obtained and results from COVID-19 test have been obtained, and are negative **OR** until COVID-19 is ruled out with physician Attestation obtained.

- 4. Check to see if the visitor has a temperature of 100.4 degrees Fahrenheit or greater (if thermometer available).**
 - If the answer is **NO** – Proceed to work
 - If the answer is **YES and the employee did not travel to one of the impacted countries**
 - Let employee know that may return to work when they no longer symptomatic (typically 24-hours). Screening process will occur when returning
 - If the answer is **YES and the employee traveled to one of the impacted countries:**
 - Let the employee r know they are required to contact their local health department.
 - The visitor is required to stay home for 14 days from the time they left the impacted country.