COVID-19 Screening Checklist for Non-Medical Employers

All employees and visitors entering the building should be asked following questions. Screening should be done at the beginning and at the end of the workday.

1. Do you have fever (100.4), do you feel warm, or feel chills?
   - Yes
   - No

2. Do you have any of the following respiratory symptoms?
   - Persistent cough (wet or dry)
   - Sore throat
   - Runny nose

3. Have you, or someone in your household, had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?
   - Yes—Go home immediately and self-isolate for 14 days if asymptomatic
   - No—Continue to next question

4. If they have subjective or documented fever OR any of the respiratory symptoms OR close contact with COVID-19 patient noted above:
   - They should be asked to go home immediately and self-isolate until they are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of their symptoms (whichever duration is longer)

5. If they say no to #1, #2 and #3, they can work but remind them to the following:
   - Wash their hands with soap and water or alcohol-based sanitizer before they start work and frequently throughout the day
   - Practice social distancing, sit and/or stand at least 6 ft from other people, do not shake hands or hug people, and do not share food or drinks
   - Sanitize their work area before they leave
   - Contact their employer and leave work immediately if they start to feel feverish or have respiratory symptoms