

COVID-19 SCREENING TOOL Employees or Visitors

Name: _____

Date: _____

1. Select a location close to the building entrance and establish a process for screening visitors and healthcare personnel (HCP*).
 - Post signs at the entrances to the facility advising visitors to check in with the front desk to assess symptoms before entry. Ideally, select a separate employee entrance with limited traffic to conduct screening.
 - Ask visitors to inform the facility if they develop fever or symptoms consistent with COVID-19 within 14 days of visiting the facility.
 - Screening options could include (but are not limited to): individual screening on arrival at the facility; or implementing an electronic monitoring system in which, before arriving at the facility, HCP report absence of fever and symptoms of COVID-19, absence of a diagnosis of SARS-CoV-2 infection in the previous 10 days, and confirm they have not had close contact with others with SARS-CoV-2 infection during the prior 14 days.
 - Fever can be either measured temperature $\geq 100.0^{\circ}\text{F}$ or subjective fever. People might not notice fever symptoms at the lower temperature threshold that is used for those entering a healthcare setting, so they should be encouraged to actively take their temperature at home or have their temperature taken upon arrival.
 - HCP who reports symptoms should be excluded from work and should notify occupational health services to arrange a further evaluation. Also, asymptomatic HCP who report close contact with others with SARS-CoV-2 infection might need to be excluded from work.
 - Should the HCP develop a fever (Temperature $\geq 100.0^{\circ}\text{F}$) or symptoms consistent with COVID-19 while at work, they should inform their supervisor and leave the workplace.

2. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Screen visitors and healthcare personnel for the following:

Do you have:	Yes	No	Comments
Fever* or chills			
New or worsening cough			
Shortness of breath or difficulty breathing			
Sore throat			
Fatigue			
Muscle or body aches			
Headache (new, or not related to caffeine, hunger, tension, allergies).			
New loss of taste or smell			
Congestion or runny nose			
Nausea, vomiting, or diarrhea			

Have you had close contact with someone with COVID-19 infection in the prior 14 days?			
Have you been tested recently due to an exposure or close contact to a person with COVID-19?			
Have you been diagnosed with COVID-19 in the prior 10 days?			

*Fever of 100.0 °F or higher or report feeling feverish

If employee answers YES to any of the screening questions the employee should not work. The employee should self-isolate at home. Contact the supervisor, the facility infection preventionist, and notify the local health department.

IF HCP develop ANY NEW symptoms (cough, shortness of breath, fever) please do the following:

- **IF at Work:** Immediately STOP direct patient care, perform hand hygiene, ensure source control, and notify your supervisor or house Supervisor. HCP should be sent home.
- **IF at HOME: STAY HOME,** self-isolate and follow the health department instructions, and notify your manager of illness.