

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 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
 - Handout explaining the changes
 - Develop sick policies, like work from home options

SCREENING QUESTIONS TO CONSIDER

- ☐ Greet everyone entering the building with a friendly, calm, and reassuring manner.
 - “Good morning/afternoon! 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, 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

HOW TO RESPOND

- ☐ 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 YOU CAN USE TO PREVENT SPREAD OF VIRUSES AND 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 in 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 your hand or finger.
 - Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

For more information, visit [CDC's Resources for Businesses and Employers](#).

For questions call Nurse On Call at 1.800.848.5533