

# Employee Symptom Screening

For non-healthcare employees. Check symptoms of all employees daily upon arrival to work. (You may choose to check symptoms for customers and other visitors as well.) Anyone who develops symptoms during the workday should immediately be separated from other people and sent home.

**Anyone recently *diagnosed* with COVID-19 should not work.**  
**Anyone showing *symptoms* of COVID-19 should not work.**  
**Anyone who may have been *exposed* to COVID-19 should not work.**

**1. Have you had close contact (within 6 feet for at least 10 minutes) in the last 14 days with someone diagnosed with COVID-19 or has any health department advised you to quarantine?**

- Yes → **The employee should not work.** The employee can return to work 14 days after the last time they had close contact with someone with COVID-19.
- No → The employee can work if they are not experiencing symptoms.

**2. Since you last worked, have you had any of these symptoms?**

- Fever
  - Chills
  - Shortness of breath or difficulty breathing
  - New cough
  - New loss of taste or smell
- **The employee should not work.** They should go home, stay away from other people, and call their healthcare provider. They can return to work when they meet the criteria below.

**3. Have you been diagnosed with COVID-19 based on a test or your symptoms?**

- Yes → **The employee should not work.** They should go home and stay away from other people. The employee can return to work when they meet the criteria below.

## RETURN TO WORK CRITERIA

Employers should NOT require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Under current CDC guidance, people with mild illness who are able to recover at home may not need to be tested.

**Sick employees with a positive COVID-19 test or were not tested can return to work when:**

- They have not had a fever for 3 days without any fever reducing medication **AND**
- Their other symptoms have improved **AND**
- It has been at least 10 days since they first had symptoms.

**Sick employees with a negative COVID-19 test can return to work when:**

- They have not had a fever without any fever reducing medicines for 24 hours **AND**
- They have felt well for 24 hours.

**Employees who did not have symptoms, but tested positive for COVID-19 can return to work when:**

- It has been at least 10 days since the date of their first positive test **AND**
- They continue to have no symptoms (no cough or shortness of breath) since the test.

Your employee can return to work without meeting the criteria above and without a negative COVID-19 test result IF they have a doctor’s note allowing them to return to work.