

# 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 → **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.
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

**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

Testing is available in Transylvania County for people with symptoms of COVID-19. Call the TPH nurse line at 884-4007 if you need assistance locating testing. However, 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.

**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.

**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.

If an employee tests negative for COVID-19, their healthcare provider may require them to continue to stay home for 14 days after their last exposure. If the provider suspects another illness, they may be allowed to return to work 24 hours after fever and other symptoms have resolved. Your employee can return to work without meeting the criteria above IF they have a doctor’s note allowing them to return to work.