

Symptom Screening Checklist

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. Call 884-4007 for assistance locating a test.

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 15 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 up to 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

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

- It has been at least 10 days since they first had symptoms **AND**
- They have not had a fever for 24 hours without any fever reducing medication **AND**
- Their other symptoms have improved.

Sick employees with a negative COVID-19 test result who were NOT identified as a close contact to someone with COVID-19 may be allowed to return to work when:

- They have not had a fever or other symptoms for 24 hours, unless a healthcare provider or local health department requires them to continue to stay home for longer.

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.

***Employees who were close contacts to someone with COVID-19 can return to work when:**

- 14 days of quarantine have been completed **OR**
- 10 days of quarantine have been completed with no symptoms reported during daily monitoring **OR**
- 7 days of quarantine have been completed with no symptoms reported during daily monitoring and a negative result on a diagnostic test taken no earlier than 5 days after the last contact.

If quarantine is ended before day 14, the person must continue to monitor symptoms daily and strictly follow all prevention steps including wearing a face covering, social distancing, and avoiding groups of people until 14 days have passed.