

# Symptom Screening Checklist

For non-healthcare employees. Employees should self-monitor their symptoms daily before arriving for work. Anyone who develops symptoms during the workday should immediately be separated from other people and sent home until they meet the criteria below. 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 has had *close contact* with someone with 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, unless they test positive. If the employee is FULLY VACCINATED and has no symptoms of COVID-19, they do NOT need to quarantine. They should be tested 3-5 days after their last exposure and should wear a face covering until they receive negative test results. Fully vaccinated people should follow the criteria below if they receive positive test results or develop symptoms of COVID-19.*

**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 to seek testing for COVID-19 and other necessary care. They can return to work when they meet the criteria below.*

**3. Since you last worked, have you been diagnosed with COVID-19?**

- 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

**Employees who did not have symptoms but tested positive for COVID-19:**

- 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 have symptoms of COVID-19 and a positive test (or who were not tested):**

- 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.

**Employees who have symptoms of COVID-19 and a negative test result:**

- They have not had a fever without fever-reducing medications for 24 hours and have felt well for 24 hours, unless a healthcare provider or local health department requires them to continue to stay home for longer. (If they had close contact with someone with COVID-19, they must also meet the criteria below.)

**\*Employees who had close contact to someone with COVID-19:**

- 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.*