Business may decide to implement a staff screening procedure. This sample checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

STAFF SCREENING PROTOCOL for businesses

**STEPS TO TAKE**

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
- Provide a script for screening to ensure consistency
- Provide alcohol-based hand sanitizer at the screening table
- Develop sick policies and review with staff

**SAMPLE SCREENING QUESTIONS**

Are you currently ill?
>> If YES, In the two weeks before you felt sick, did you:
- Care for someone who is, or was, ill?
- Have contact with someone diagnosed with COVID-19?
- Travel outside Marion County or surrounding counties?

Do you have any of the following symptoms?
- Fever
- Shortness of breath
- Difficulty breathing
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Digestive symptoms (diarrhea, vomiting, and/or abdominal pain)

Are you currently well, but caring for someone who is ill?
>> Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

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. Employee will be immediately sent home.

For more information, visit the Center for Disease Control and Prevention’s Guidance for Businesses and Employers: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html