



STAFF SCREENING PROTOCOL for businesses

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.

STEPS TO TAKE

Create and implement an active screening plan including:

- Location and staffing of the screening table
- Provide a script for screening to ensure consistency
- Signage to support the active screening process
- Provide alcohol-based hand sanitizer at the screening table
- Rules to allow or prohibit entry
- 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
- Muscle pain
- Shortness of breath
- Headache
- Difficulty breathing
- Sore throat
- Cough
- New loss of taste or smell
- Chills
- Digestive symptoms (diarrhea, vomiting, and/or abdominal pain)
- Repeated shaking with chills

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.