COVID-19 Screening Tool

August 2020

The Washington State Department of Health recommends that employers screen staff and visitors (excluding customers in retail) either at the beginning of each shift or visit to the facility to prevent the spread of COVID-19.

Temperature check instructions

- Employers should ask employees to take their temperatures at home prior to arriving at work or take the employees temperature prior to the start of their shift. If temperature checks will be done at work, the employer should ensure this is done safely and respectfully using a "no touch" or "no contact" type of device.
- Employers should use physical distancing, barriers, or partitions to maintain and ensure physical distancing during the screening. The temperature screener should be trained and wear personal protective equipment (PPE), e.g. mask/face covering and gloves.
- The employer should provide screening materials/information about temperature checks in languages that employees/visitors understand.

Any temperature of 100.4 or higher is considered a fever. The employee must be sent home and the visitor should not be remain at the facility.

Screening Questionnaire

Ask employees/visitors/volunteers the following questions:

1. Have you had contact with anyone that you know has been diagnosed with COVID-19? Contact is defined as being within 6 feet (2 meters) for more than 15 minutes with a person or having direct contact with infectious fluids from a person with confirmed COVID-19 (for example, being coughed or sneezed on).

   ☐ Yes ☐ No

2. Have you had a positive COVID test for active virus in the past 10 days?

   ☐ Yes ☐ No

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Screening Questionnaire continued

3. Do you have one of these symptoms that you cannot attribute to another condition?

- ☐ Fever or chills
- ☐ Cough
- ☐ Headache
- ☐ Sore throat
- ☐ Nausea or vomiting
- ☐ Muscle or body aches
- ☐ Fatigue
- ☐ Shortness of breath or difficulty breathing
- ☐ Recent onset of loss of taste or smell
- ☐ Congestion
- ☐ Diarrhea

If an employee or visitor answers "yes" to any of these questions, employers should do the following:

- ☐ Do not let the employee or visitor enter the workplace/facility.
- ☐ Immediately separate the employee from other people and arrange transport for home or to a medical facility if indicated.
- ☐ It is recommended that the employee receives timely COVID-19 testing. If they had close contact with a person with COVID-19, employees should be tested no sooner than 48 hours after exposure.
- ☐ If the employee does not have a healthcare provider: free or low-cost testing is available at several locations to anyone, regardless of immigration status.
- ☐ The employee should not return to work until they have completed their quarantine or isolation period.

Use the Screening Log on the next page to keep a record that the screening has occurred and any action taken.

- Any employee who was potentially exposed to someone with COVID-19 and HAS symptoms of COVID-19 should self-isolate and follow CDC recommendations
- Any employee who has potentially been exposed but DOES NOT HAVE symptoms should remain at home or in a comparable setting and practice social/physical distancing for 14 days.
- All other employees and/or visitors should self-monitor for symptoms. A face covering should be worn in public when social/physical distancing cannot be maintained. If an employee develops symptoms, they should notify their supervisor and stay home.

This document contains private health information and must remain confidential and stored in a secure location.

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Screening Log:

Date	Time	Name	Temperature <100.4 F (Yes/No)	Screening questions cleared to work (Yes/No)	If no, was employee sent home? (Yes/No)	Other action? (referred for testing, etc.)	Screener Initials

Public Health
Seattle & King County