

# COVID-19 Workplace Health Screening



Company Name: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Fever of 100.4°F or higher, or felt feverish:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of smell or taste:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Temperature:		

**DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19**

If you answer **YES** to any of the symptoms listed in section 1, **OR YES** to two or more of the symptoms listed in section 2, please do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

- You should isolate at home for minimum of 10 days since symptoms first appeared or per guidance of your local health department.
  - If diagnosed as a probable COVID-19 or test positive, call your local health department and make them aware of your diagnosis or testing status.
- You must also have 24 hours without a fever and improvement in symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traveled internationally or to a place with widespread COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answer **YES** to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your primary care physician's office if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware. If you have traveled domestically to a place with widespread COVID-19, consult the agency/company policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Safety practices for workplaces that remain open or re-open with staff on-site during the COVID-19 pandemic:**

For more detailed guidance, please visit <https://www.barryeatonhealth.org/coronavirusworkplace>

- Employees should wear cloth masks when in close proximity to others.
- Check all employees for fever and other symptoms if they will enter facilities or buildings.
- Maintain 6 feet of distance between people.
- Emphasize frequent and proper hand washing. Make sure sinks are well supplied.
- Work remotely whenever possible.
- Do not share space or equipment. If this is not possible, have employees wash their hands before and after using shared equipment. Clean and sanitize equipment between uses.
- Increase sanitization of workplace.
- Develop an emergency plan that implements policies if staff are diagnosed with COVID-19.
- Increase building ventilation and percentage of outdoor air that circulates into the system.
- Follow all requirements put forth by executive orders and executive directives.

**If an employee arrives to work ill or becomes ill at work**, send them home immediately. If they are having trouble breathing, experiencing chest pain, or cannot keep fluids down, seek immediate medical assistance. Contact the health department for guidance on next steps.

**If an employee tests positive for COVID-19**, the employee needs to stay home and isolate themselves. You must protect the confidentiality of the employee. Make sure surfaces and work areas the employee came into contact with are disinfected with an EPA-approved cleaner. Depending on the type of worksite and patterns of exposure, close contacts (less than six feet distance for greater than 15 minutes while contagious, starting 48 hours before the ill person developed symptoms) may need to quarantine for 14 days. Contact the health department as soon as possible for direction.

**If a non-critical infrastructure employee is at home following an exposure to COVID-19 (quarantine)**, they may return to work after 14 days. If they become sick at home, they should follow isolation guidance.

**If a critical infrastructure employee is exposed to COVID-19**, in critical infrastructure roles such as health care, grocery, or manufacture of lifesaving equipment, the employee may be allowed to continue work at the employer's discretion provided they remain asymptomatic and the employer implements the following additional precautions to protect the employee and the community:

1. Employers should measure the employee's temperature and assess symptoms each day before they start work. Ideally, temperature checks should happen before the individual enters the facility. A touchless thermometer, or a dedicated thermometer for the employee if not touchless, should be used. Sharing of any thermometer other than a touchless thermometer is strictly prohibited.
2. As long as the employee does not have a fever or other symptoms, they should self-monitor under the supervision of their employer's occupational health program or other programs in place to protect employee health and safety.
3. If the employee begins to experience symptoms during the day, they should be sent home immediately.
4. The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
5. The employee should maintain at least six feet of distance from other people as work duties permit.
6. Beyond standard cleaning protocol, clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely known to be impacted by the exposed employee for 14 days after last exposure.

**If an employee is sick at home (isolation),** they may return to work 10 days after the symptoms started **AND** they are 24 hours fever-free without the use of fever-reducing medication **AND** they have had improvement in symptoms.

**For the most up-to-date information on COVID-19, please visit the following:**

- **Barry and Eaton Counties:** <https://www.barryeatonhealth.org/coronavirus>
- **Michigan:** <https://www.michigan.gov/coronavirus>
- **United States:** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## **Additional safety practices for food service establishments and pharmacies that remain open or re-open with staff on-site during the COVID-19 pandemic:**

For the latest executive order pertaining to food-service establishments and pharmacies (updated 6/1/20), please visit [EO 2020 109](#).

- Any individual who enters a food-selling establishment or pharmacy who is able to medically tolerate a face covering must wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief.
- Grocery stores and pharmacies must create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant people, and those with chronic conditions, including heart disease, diabetes, and lung disease.
- Food-selling establishments and pharmacies must deploy strategies to reduce COVID-19 exposure for their customers and employees consistent with the strategies described in Executive Order 2020-97 or any order that follows from it, as well as the following:
  - Provide access to handwashing facilities, including those available in public restrooms.
  - Require checkout employees to wear coverings over their noses and mouths, such as homemade masks, scarves, bandanas, or handkerchiefs.
  - Allow employees sufficient break time to wash hands as needed.
  - Use best efforts to ensure checkout employees to disinfect their hands between orders to prevent cross-contamination.
  - Use best efforts to provide employees and customers access to an alcohol-based hand sanitizer that contains at least 60% alcohol, as recommended by the Centers for Disease Control and Prevention (CDC).
  - Use best efforts to provide disinfecting wipes at cash registers and entrance points for customers to disinfect carts and baskets, as well as at other appropriate locations.
  - Ensure that both employees and customers remain at least six feet apart to the maximum extent possible, including during employee breaks, for example by reviewing floor plans, creating temporary barriers, designating aisles as one-way only, and demarcating queueing distances.
  - Close self-serve prepared food stations such as salad bars.
  - Eliminate free samples and tasting stations.
  - Adopt procedures to meet the environmental cleaning guidelines set by the CDC, including by cleaning and disinfecting frequent touchpoints throughout the day such as point of sale terminals at registers, shopping carts, and shopping baskets.
  - Accommodate employees who fall within a vulnerable population by providing lower-exposure work assignments or giving them the option to take an unpaid leave of absence with a return date coinciding with the end of the declared states of emergency and disaster, or May 21, 2020, whichever is later. Nothing in this executive order abrogates any right to disability benefits. Employees who take an unpaid leave of absence as described in this subsection are encouraged to apply for unemployment benefits.
  - Close to the public for sufficient time each night to allow stores to be properly sanitized.
  - Encourage cash transactions to be processed at self-checkout kiosks when possible.
  - Develop and implement a daily screening program, as described herein, for all staff upon or just prior to reporting to work sites.
  - Vendors moving between food-selling establishments must frequently clean and disinfect frequent touch points.
  - If an employee at a food-selling establishment tests positive for COVID-19, the establishment must notify food vendors and other employees of the positive test result as soon as possible and in no case later than 12 hours after receiving the test result, without revealing the personal health-related information of any employee.

Revised August 3, 2020