



### EMPLOYEE SCREENING LOG

**SCREEN WORKERS FOR ANY OF THE FOLLOWING:** *(when person has at least one of following- fever of 100.4 or higher, cough, or shortness of breath instruct them to report to Health Department)*

- Fever or feeling feverish (chills, sweating). Not necessary if temperature taken, though ask about fever-reducing or symptom altering medications.
- Shortness of breath (not severe)
- Cough
- Headache, chills, aches, fatigue, loss of smell or taste, nausea/vomiting diarrhea within the last 48 hours.
- Instruct employees to report results that are positive for COVID symptoms immediately to the Health Department to coordinate testing. Report and refer at:  
<https://form.jotform.com/201005024298040>.

### THINGS TO THINK ABOUT:

- Persons who are well but who have a sick family member at home with COVID-19 should notify their supervisor and call health department for guidance.
- Address coming to work in your office policies, addressing sick leave absences as is appropriate for your office situation and size, following any federal and state employment law provisions.
- If an employee is confirmed to have COVID-19, the employer should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
  - Individuals with symptoms should not come to work, and should ask to be tested for COVID 19 at the health department or their primary care physician's office.

