

# **STAFF SCREENING CHECKLIST FOR BUSINESSES**

This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

COVID-19

## WHAT TO DO \_\_\_\_\_

O 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
- · Script for screening

- Alcohol-based hand sanitizer available at the screening table
- · Handout explaining the changes
- · Develop sick policies, like work from home options

## SCREENING QUESTIONS TO CONSIDER \_\_

O Greet everyone entering the building with a friendly, calm, and reassuring manner.

 "Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. We are screening all employees for potential risks of COVID-19 to ensure the health and safety of everyone."

<ol> <li>Do you have any of the following symptoms: fever/feverish, chills, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting,</li> </ol>		2.Have you traveled within the last 14 days?	
		○ Yes	⊖ No
and abdominal pain?		3. Have you had close contact with a confirmed/probable COVID-19 case?	
◯ Yes	○ No	○ Yes	○ No

### HOW TO RESPOND \_\_\_\_\_

- 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. Keep the employee away from others and contact a supervisor for assistance.

## MESSAGES YOU CAN USE TO PREVENT SPREAD OF VIRUSES AND STAY HEALTHY \_\_\_\_\_

O Practice these healthy habits to prevent the spread of viruses:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- · Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands.
- · Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- Avoid touching common surfaces in public places elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.
- Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

#### For more information, visit <u>CDC's Resources for Businesses and Employers</u>. For questions call Nurse On Call at 1.800.848.5533

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