

## COVID-19 Employee Health Screening Log

Use one sheet for each employee for ongoing daily COVID-19 health screens. Complete section I by entering the date, employee's temperature, if they have respiratory or other COVID-19 symptoms, and your name. **If an employee's temperature is  $\geq 100.4$  degrees Fahrenheit, complete section II and immediately send the employee home. Please keep this Log in a confidential location separate from an employee's other personnel documents.**

Employee name: \_\_\_\_\_ Job title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

### SECTION I

| Date | Employee Temperature | Respiratory or other symptoms of COVID-19?<br>(Y/N) | Screened by |
|------|----------------------|---|-------------|
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***\*Respiratory symptoms include cough, shortness of breath, or difficulty breathing. Other COVID-19 symptoms may include chills, muscle pain, headache, sore throat, and new loss of taste or smell.***

### SECTION II (To be completed if employee is sent home)

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present?  Yes  No

If "Yes," please list symptoms: \_\_\_\_\_

An employee sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; **AND**
- At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

If the employee tests positive for COVID-19 after being sent home, contact your Regional Director.

Employees with confirmed or suspected COVID-19 must meet the CDC return to work criteria and have a written release from their doctor before resuming their job duties.

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Date the employee returned to work: \_\_\_\_\_

