

Standard Operating Procedures

Clinical Safety Procedure #65 – Screening of employees for illness during the COVID-19 pandemic	
Date Implemented: 4/24/2020	Revision Date: 5/7/2020

A. Purpose

Providing a safe environment for both patients and employees is always a top priority in the dental practice. In response to the COVID-19 pandemic, it is critical that patients and employees have confidence the dental practice is as safe an environment as it was prior to the pandemic.

B. Scope

Employees will self-screen daily prior to leaving their homes for work. Self-screening will include:

- Taking their temperature
- Observation of COVID-19 symptoms:
 - Coughing
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Sore throat
 - Loss of taste or smell
 - Headache in combination of other symptoms

Employees having a temperature $\geq 100.0^{\circ}$ F or experiencing COVID-19 symptoms will contact their immediate supervisor and not go into work.

Employees who pass the self-screening criteria and report to work, will have their temperature taken and be screened for respiratory illness symptoms (coughing, shortness of breath, or difficulty breathing) upon arriving at the practice. Any employee having a temperature $\geq 100.0^{\circ}$ F or experiencing respiratory illness symptoms will be sent home and directed to contact their primary care physician.

Employees not reporting to work or being sent home due to fever or respiratory illness symptoms will not be allowed to return to work until they meet the CDC's return to work criteria as outlined in Clinical Safety Procedures #66.

C. Responsibility/Affected Employees

All employees

D. Personal Protective Equipment

Standard Operating Procedures

E. Definitions & Abbreviations

CDC – Centers for Disease Control and Prevention

F. Resources

CDC Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

Standard Operating Procedures

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 ≥ 100.0 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?*(Y/N)	Screened by

****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.

