

COVID-19 Screening Questionnaire for Employees

Screening employees daily can help in preventing the spread of the coronavirus in the workplace. The following is a list of recommended questions that can be used to screen employees for COVID-19.

Each day, before the start of the shift, ask each employee the following questions:

1. Do you have a new cough that you cannot attribute to another health condition?	YES / NO
2. Do you have new shortness of breath that you cannot attribute to another health condition?	YES / NO
3. Do you have any two of the following symptoms: Fever (100.4°F or higher), chills, repeated shaking chills, muscle pain, headache, sore throat, or new loss of taste or smell?	YES / NO
4. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?	YES / NO

If an employee answers **YES** to **ANY** of the above questions, exclude the employee from work.

- Sick employees should follow CDC-recommended steps: [What To Do if You Are Sick](#)
- Employees who test positive for COVID-19 should not return to work until the criteria to discontinue home isolation are met: [Discontinuation of Home Isolation for Persons with COVID-19](#)
- Employees who have had close contact with a laboratory confirmed COVID-19 case for an extended period of time should be excluded from work for 14 days: [Public Health Recommendations for People in U.S. Communities Exposed to a Person with Known or Suspected COVID-19, other than Health Workers or other Critical Infrastructure Workers](#)
- For general guidance for businesses, see: [CDC Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#)

If an employee answered **NO** to **ALL** the above screening questions, allow the employee to start their shift and remind them to:

- ✓ Wash hands properly when necessary.
- ✓ Not shake hands or make direct contact with any other employees or customers.
- ✓ Continue to practice social distancing.

The above recommendations are specific to the COVID-19 outbreak and should be used **in addition** to your Employee Health Policy.