



Employee Screening Process for Prevention of COVID 19 Transmission Effective 03/11/20

All persons entering the facility shall be asked the following questions

Question 2 may be updated in the future as the CDC updates the transmission status designation of countries. OSC will communicate these changes to the field.

1. **Do you have symptoms of respiratory infection (fever, cough, or shortness of breath)?**
 - If answer is **NO** – Proceed to work
 - If answer is **YES** – Employee will be sent home.
 - Let employee know that they may return to work when they are no longer symptomatic (typically 24-hours).
 - The employee does not need to get doctor's note/release to return to work.
2. **Have you travelled outside of the United States to any of the following countries within the past 14 days: China, Iran, Italy, Japan, South Korea?**
 - If answer is **NO** – Proceed to work
 - If answer is **YES and the employee does not** have a fever, cough, or shortness of breath:
 - Let employee know they will be required to stay at home for 14-days from the time they left the impacted country.
 - If the answer is **YES and the employee currently has** a fever, cough, or shortness of breath:
 - Let the employee know they are required to contact their local health department.
 - The employee is required to stay home for 14 days from the time they left the impacted country.
3. **Check to see if the employee has a temperature of 100.4 degrees Fahrenheit or greater (if thermometer available).**
 - If the answer is **NO** – Proceed to work
 - If the answer is **YES and the employee did not travel to one of the impacted countries:**
 - Let employee know that they may return to work when they are no longer symptomatic (typically 24-hours).
 - If the answer is **YES and the employee travelled to one of the impacted countries:**
 - Let the employee know they are required to contact their local health department.
 - The employee is required to stay home for 14 days from the time they left the impacted country.

Please notify CEO, Infection Control Nurse, and Human Resources of any positive screens that result in entry restriction to include name, reason, and title/position.