



## COVID-19 Non-Medical Employer Screening Tool

**Ask the following questions at the beginning of every shift:**

Questions	Answer	Action
Feeling fever, body aches, or chills?	YES or NO	If yes → go home
Respiratory symptoms? (New or worsening short of breath, cough, or runny nose, sore throat or new loss of taste or smell)	YES or NO	If yes → go home

If employee has **no fever and respiratory symptoms**, they can work AFTER washing their hands and need to follow social distancing, frequent hand hygiene and cleaning of their workspace throughout the workday.

**Masking with cloth mask** is recommended in **non-clinical** roles if employee works around other employees or public, and physical distancing (6 feet apart at all times) is not possible due to the nature of the work.

Reminder: Cloth masks are not as effective as physical distancing (6 feet apart).

Disclaimer: This is a recommended template; employers can use it as it is or can use it to create a screening tool that works best for their work environment.



## COVID-19 Non-Medical Employer Screening Tool FAQ's

1. What about agricultural workers?
  - See CAL OSHA Safety and Health Guidance for COVID-19 Infection Prevention for Agricultural Employers and Employees.  
<https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Agriculture.pdf>
2. When do I ask these questions? What type of documentation is needed?
  - The Fresno County Department of Public Health (FCDPH) recommends that all employees be screened at the beginning of the workday. This can be done in any format that works for your work environment; this checklist can be a paper or phone application, at the door or at the workstation. Employers need to keep a log of all employees who were instructed to go home.
3. What are instructions for workers who need to go home?
  - Most people will have mild symptoms and can recover at home
  - Employees need to self-isolate; stay in a separate room and away from other family members as much as possible
  - Employees should not share food, drinks, sheets or towel with other family members
  - Cover sneeze and cough with tissue or elbow space and wash hands frequently
  - Clean all "high touch" surfaces often, or at least daily
  - If they have to run essential errands they **MUST** wear a cloth mask in public settings
  - Monitor their own symptoms and if they experience constant chest pain, have trouble breathing and are unable to eat or drink fluids, they should call their doctor or go to the hospital
4. When can an individual **return to work**?
  - The Centers for Disease Control and Prevention (CDC) has two separate guidelines depending on if patient was tested or not:
    - i. If not tested for COVID-19, they can return to work:
      - If they have no fever for 3 days without the aid of medications, **and** show improvement in respiratory symptoms, **and**
      - At least 10 days out from first day of illness
    - ii. If tested for COVID-19 and were positive, they can return to work:
      - If they have no fever for 3 days without the aid of medications **and** show improvement in respiratory symptoms, **and**
      - It has been 10 days since onset of symptoms
  - For individuals who **NEVER had any symptoms** but were **tested POSITIVE**, they can return to work after 10 days have passed since the date of their first positive COVID-19 diagnostic test
  - If individual had an **exposure** but **never had any symptoms** and were told to self-isolate, they can return to work **after 14 days of self-isolation are over**



5. What if an employee has allergies or asthma, do they need to go home?
  - If their symptoms (runny nose, sneezing, or cough) has **NOT changed** from their baseline, then they **can work**
  - If their symptoms have **WORSENERD**, then they need to **go home**
  
6. What if an employee tests positive for COVID-19?
  - Their **CLOSE contacts (<6 ft apart for >15 minutes)** will need to be contacted to inform them about their exposure and risk. Use the screening tool above to determine if they can work or not
  
7. What if an employee had an exposure but doesn't have any symptoms?
  - People who had **close contact** with a **symptomatic or confirmed COVID-19 person** but themselves don't have any symptoms, need to self-isolate for 14 days
  - People who **did NOT have close contact** with a **symptomatic or confirmed COVID-19 person**, can return to work and self-monitor for signs/symptoms of infection and should leave work immediately if they start to feel ill
  
8. Where can I find more information?
  - Fresno County Department of Public Health  
[www.fcdph.org/covid19](http://www.fcdph.org/covid19)
  - Centers for Disease Control and Prevention  
[www.cdc.gov/covid19](http://www.cdc.gov/covid19)