**COVID-19 Screening Checklist for Non-Medical Employers**

**All employees and visitors entering the building should be asked following questions. Screening should be done at the beginning and at the end of the workday.**

1. Do you have fever?
   - ☐ Yes
   - ☐ No

2. Do you have any of the following respiratory symptoms?
   - ☐ Cough (productive or dry)
   - ☐ Sore throat
   - ☐ Runny nose

3. Have you had close, unprotected contact with a suspected or known COVID-19 patient (spent longer than 15 minutes within 6 feet of someone who was sick with a fever and cough)?
   - ☐ Yes—Go home immediately and self-isolate for 14 days if asymptomatic
   - ☐ No—Continue to next question

4. If they have subjective or documented fever **OR** any of the respiratory symptoms **OR** close contact with COVID-19 patient noted above:
   - ☐ They should be asked to go home immediately and self-isolate until they are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of their symptoms (whichever duration is longer)

5. If they say no to #1, #2 and #3, they can work but remind them to the following:
   - ☐ Wash their hands with soap and water or alcohol-based sanitizer before they start work and frequently throughout the day
   - ☐ Practice social distancing, sit and/or stand at least 6 ft from other people, do not shake hands or hug people, and do not share food or drinks
   - ☐ Sanitize their work area before they leave
   - ☐ Contact their employer and leave work immediately if they start to feel feverish or have respiratory symptoms