



COVID-19 BUSINESS GUIDELINES for essential service businesses

WHAT TO DO

Create and implement an active screening plan including:

- Location and staffing of the screening table
- Signage to support the active screening process
- Rules to allow or prohibit entry
- Script for screening
- Alcohol-based hand sanitizer available at the screening table
- Handout explaining changes
- Develop sick policies and work from home options

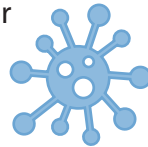


SCREENING QUESTIONS TO CONSIDER

Greet everyone entering the building with a friendly, calm, and reassuring manner.

“Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. We are screening all employees for potential risks of COVID-19 to ensure the health and safety of everyone.”

- 1) Do you have any of the following symptoms: fever/feverish, chills, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting or abdominal pain?
 Yes No
- 2) Have you had close contact with a confirmed/probable COVID-19 case in the last 14 days?
 Yes No
- 3) If you have the ability to take temperatures (screen for 100.4°F or higher), use infrared or ear thermometers. We are not recommending oral as this could put those taking the temps at undue risk.



HOW TO RESPOND

If the individual answers **NO** to all questions, they have passed the screening and can begin working.

If the individual answers **YES** to any screening questions, or refuses to answer or have their temperature taken, they have failed the screening. They are not permitted on the work site and should self-quarantine at home:

- A minimum of 72 hours without fever (without the use of fever-reducing medicine) AND improvement in respiratory symptoms AND 7 days have passed since first symptoms began.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.

Note: 14 day quarantine period does not apply to healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).