

Screening staff for COVID-19 Process Map

Last updated June 4, 2020

Please note: These are recommendations based on network wide collaborations around best practices and informed by state government and the CDC. It is each organizations responsibility to review and determine if these practices fit within your own organizations regulations and guidelines.

- Single point(s) of entry
- Thermometers/alcohol wipes/hand sanitizer
- Screening attestation sign in sheet if your organization is implementing this



- Staff report to work sites and enter through designated single points of entry
ALL STAFF MUST BE SCREENED FOR COVID-19 SYMPTOMS AT ENTRY



- All employees answer specific questions regarding COVID-19 symptoms and have their temperature taken (may be self-administered or completed by a designated staff member).
- Staff who present with a temperature below 100.4 and have no symptoms, sign the attestation using their OWN pen, and report for their daily work schedule.
- Staff with symptoms should follow below steps or those designated by organization.
- Do NOT share pens. Thermometers need to be wiped down with alcohol wipes before and after use. Organizations to determine process for collecting and storing daily attestation forms for staff sign in.



- If temperature is greater than 100.4 degrees, or other symptoms are reported, staff should exit the building and return home.
- Staff must contact their supervisor immediately upon exiting and their own health care professional.
- Staff should forward all medical documentation received from medical professional to Human Resources (HR). Staff should work with HR to plan for PTO options.