



## COVID-19: SCREENING CHECKLIST FOR VISITORS AND EMPLOYEES

*ALL visitors and employees entering the building must be asked the following questions:*

On March 27, the Fresno County of Fresno Health Officer issued an [order](#) requiring businesses to conduct workplace screenings to exclude those with febrile respiratory illness.

**1. YES or NO, since your last day of work, or since your last visit to this facility, have you experienced any of the following\*:**

- NEW fever (100.4 F or higher), a sense of having a fever, or chills?
- NEW cough, sore throat, runny nose not from an existing health condition?
- NEW shortness of breath you cannot attribute to another health condition?
- NEW excessive fatigue you cannot attribute to another health condition?
- 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)?

**\* If a visitor answers YES to any of the questions do not allow them to enter the facility.**

**\* If an employee answers YES to any of the questions:**

- Do not allow them to enter the facility;
- Instruct them to go home;
- Inform them they will need to use annual leave;
- Inform them before returning they must be symptom free for 72 hours without the use of fever-reducing medications AND have improvement in respiratory symptoms AND, at least 7 days must have passed since symptoms FIRST appeared;
- Instruct them to speak with their supervisor before returning to work; and
- Ensure information about employees sent home is updated in the COVID-19 Roster.

**\* If the visitor or employee answers NO to all the questions remind them to:**

- Wash their hands or use alcohol-based hand rub.
- Maintain social distancing of 6 feet.
- Should they feel any of these symptoms during the day they are to leave work immediately and contact their employer through appropriate channels.