



Cascade Employers Association

Building better workplaces through
compliance, culture, connection

PLEASE NOTE: This sample guideline is made available for informational purposes only and it is not intended as legal advice. There are many different ways an organization can choose to respond to COVID-19 and its impact on the workplace. Please seek specific guidance if you are unsure about how your organization can approach this in a compliant and compassionate manner.

SAMPLE Employee Health Screening Process Guide

As the COVID-19 pandemic continues, we at [Company name] are faced with the challenge of minimizing the risk of spreading COVID-19 while still maintaining critical operations.

Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued precautions as of March 2020, employers are allowed to monitor employees' symptoms as a matter of public safety. This information is considered confidential medical information and will be stored in separate files/records from the usual personnel files.

The following are the steps [company name] is taking:

1. **Who:** Health Screening will be done for [classes of employees i.e. all employees, essential employees only, employees who have or may have been exposed] on a non-discriminatory basis.
2. **How:** Health Screening will be done by [select one]:
 - a. Employees will be asked to fill out a company-provided temperature and symptom screening monitor log. Employees will give filled out log to a designated employee monitor for review.
 - Employees will be asked to record if they have had any of the following symptoms: ≥ 100.4 degrees F-
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Headache
 - Nasal congestion or runny nose
 - Muscle or body aches
 - Sore throat
 - New loss of smell or taste
 - Nausea or vomiting
 - Diarrhea
 - Employees will be asked if they've been fever free without medication for at least 72 hours
 - Employees will be asked if they've been exposed to anyone that has tested positive for COVID-19 or who is experiencing any COVID-19 related symptoms in the past 14 days.
 - Designated employees must be trained to maintain confidentiality, and must wear PPE.

3. **Where:** [select one]
 - a. The symptom monitoring log will be inspected outside before entering into the workplace (CDC recommendation).
 - b. Inside – Ideally very close to the entrance. Each individual should use hand sanitizer prior to getting in line for screening. This will be provided by the company.
4. **Safety:**
 - a. Appropriate PPE will be issued to employees conducting health screening.
 - b. Waiting lines will have markings to ensure employees are properly distanced.
 - c. Consider staggering shifts.
6. **Results:**
 - a. Employee will not pass and thus, immediately be sent home if:
 - Employee has reported any COVID-19 symptoms listed above, including \geq 100.4 degrees F
 - Employee has not been fever free without medication for at least 72 hours
 - Employee has been exposed to someone that has tested positive for COVID-19 or who is experiencing COVID-19 related symptoms in the past 14 days.
 - Employee refuses to log symptoms.
 - b. After sending an employee home for not passing (except in the case of a refusal), all areas in the facility the employee may have touched or been present before being screened will be thoroughly cleaned.
 - c. Except in the case of a refusal, for employees who do not pass, the employer will identify and notify individuals who the employee had contact with - the name of the employee will remain confidential as well as the employee's symptoms.
7. **Pay:** In compliance with the FLSA and Oregon Wage and hour law, employees will be paid for the time it takes for the monitor to view results and the amount of time waiting to be screened.
8. **Return:** Employees sent home with a fever and/or other COVID-19 symptoms and/or potential exposure may not return to work until the following criteria are met:
 - a. **If an employee has COVID-19 symptoms but did not have COVID-19 test:**
 - The employee certifies in writing that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; AND
 - The employee certifies in writing that their symptoms (cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell) have improved; AND
 - At least 10 days have passed since employee's symptoms first appeared.
 - b. **If an employee has COVID-19 symptoms and they did have a positive COVID-19 test:**
 - The employee certifies in writing that they have not had a fever for at least 24 hours without the use of medicine that reduces fevers; AND
 - The employee certifies in writing that their symptoms (cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell) have improved; AND
 - At least 10 days have passed since employee's symptoms first appeared.
 - c. **If an employee does not have COVID-19 symptoms but they did have a positive COVID-19 test:**
 - The employee certifies in writing that they do not have any symptoms (cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell); AND

- At least 10 days have passed since they had a positive COVID-19 test.
- d. **If employee was potentially exposed to COVID-19:**
 - Potentially exposed employees who do not have symptoms should remain at home or in a comparable setting and practice social distancing for 14 days.