Sample COVID-19 Symptom Screening Tool

New York State (NYS) requires employers to screen employees for COVID-19 symptoms before the employee can enter the workplace each day. Review this **COVID-19 Symptom Screening Tool** and consider adapting it to your workplace. Employers should take necessary precautions to ensure employee health information is kept private.

Who should use this screening tool?
This tool is a *sample* for most workplaces. Some workplaces, such as health care or long-term care facilities, may have different screening requirements.

How should I use this screening tool?
Use this sample tool in the way that makes sense for your workplace. Ideas for screening include:
- Call employees each workday before they leave home to ask the screening questions.
- Set up an automated phone line that allows employees to indicate yes/no and have someone monitor the line to ensure compliance.
- Issue an auto-generated email or survey that enables a response.
- Designate a screening area and distribute the screening questions on paper to employees when they arrive for work. If written forms are used, they should not identify the employee by name.

Do I need to keep records of screening?
Yes. NYS requires documentation that health screenings have occurred.

If an employee does not have COVID-19 symptoms, do they still need to follow rules about physical distancing, face coverings and handwashing?
Yes. People can infect others with COVID-19 even when they do not have symptoms, and so they must continue physical distancing, wearing face coverings, and practicing healthy hand hygiene even if the screening tool indicates they do not currently have symptoms.

What should employees do if the screening tool shows they have symptoms?
An employee with one or more symptoms of COVID-19 must not report to work. If the employee needs more information about COVID-19, finding a medical provider, or accessing COVID-19 testing, direct them to **311**. If the employee is experiencing a medical emergency, they should call **911**.

The screening is not a medical diagnosis of COVID-19. Employees are not being advised whether to consult a health care provider or to seek COVID-19 testing. Results are solely to determine whether the employee can report to a worksite outside of their home.

What safety protocols are required if screening is conducted at the workplace?
- Employees must maintain at least 6 feet of distance from others while awaiting screening.
- Screeners and employees must wear face coverings if they can medically tolerate them. If an employee cannot medically tolerate a face covering, the employer should consider a reasonable

accommodation (such as having that employee complete a written screening survey rather than an in-person screening).

- Screen in a location that is not a confined space (for example, do not use a small office with a closed door).
- Design a way to screen that prevents others from hearing what is being said and to minimize others from observing screenings.
- Incorporate physical distancing (maintaining at least 6 feet between screeners and others), or physical barriers, such as a plexiglass barrier, to minimize the screener's and employee's exposure during the screening.

Are employers required to maintain employee confidentiality?
Yes. All information collected from employees must be kept confidential and can only be maintained in the employee's medical or health file, in the same manner as the employer maintains medical notes for leave purposes. These records should be kept separate from the employee's personnel file.

Should we take employee temperatures?
Workplaces are not required to check employee temperatures.

What safety protocols are needed if we conduct temperature checks?
If you decide to conduct temperature checks:
- Use a non-contact thermometer (such as an infrared forehead thermometer or infrared scanner).
- Do not use oral (inserted into the mouth) or tympanic (inserted into the ear) thermometers.
- The person using the non-contact thermometer should strictly follow the manufacturer's instructions for use. Additional guidance regarding use of non-contact infrared thermometers can be found here or at fda.gov (search for "non-contact thermometer").
- When non-contact thermometers are used and the screener does not have physical contact with an employee, gloves do not need to be changed before the next check.
- Screening areas should have a supply of alcohol wipes to sanitize equipment that inadvertently comes in contact with employees. Clean after each employee is screened if there is contact.

My employee has a positive COVID-19 blood antibody test. Do they still need to be screened?
Yes. At this time, antibody tests for COVID-19 cannot be used to detect whether someone is currently sick or infected. It is also not yet known whether a positive antibody test means that someone is protected from getting COVID-19 again. Antibody tests should not be used to decide whether someone should or should not work.

State guidance says "Responsible Parties must immediately notify the State and local health department about the case if test results are positive for COVID-19." How do I notify the City's health department?
You can email the NYC Test and Trace Corps at CovidEmployerReport@nychhc.org.

For how long do I need to conduct the health screening?
This screening tool is intended to be used during the COVID-19 public health emergency only. Some screening practices may not be appropriate or lawful outside the scope of this emergency. Screening requirements may change. Check nyc.gov/health/coronavirus regularly for updates.

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<u>SAMPLE</u>

Employee Health Screening

1. Do you currently have a fever of 100.4 degrees F or greater?
    - ☐ No.
        Go to the next question.
    - ☐ Yes.
        No further screening is needed. The employee may not report to work.

2. Do you have a cough or shortness of breath that began within the past 14 days?
    - ☐ No.
        Go to the next question.
    - ☐ Yes.
        No further screening is needed. The employee may not report to work.

3. In the past 14 days, have you gotten a positive result from a <u>COVID-19 test</u> that tested saliva or used a nose or throat swab? (not a blood test)
    - ☐ No.
        Go to the next question.
    - ☐ Yes.
        No further screening is needed. The employee may not report to work.

4. In the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone who either tested positive for COVID-19 (not a blood test) or developed symptoms of COVID-19 (fever, cough, or shortness of breath)?
    - ☐ No.
        The employee may report to work.
    - ☐ Yes.
        No further screening is needed. The employee may not report to work.

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The NYC Health Department may change recommendations as the situation evolves.   6.22.20