

Procedure: At-Home Screening Process for Employees

This applies to support centers, visit- or hourly-based services (e.g., Home Care, Home Health, Hospice, Rehab Without Walls non-residential, non-day programs). Each employee must complete this self-screen before reporting to work and report any exception result (see below) to their manager and HRS.

EQUIPMENT

- Electronic thermometer and probe cover
- Means to wash and disinfect the thermometer between uses (e.g., Alcohol pad or soap and water)
- [Electronic Employee Screening Tool](#)

PROCEDURE

- 1) Assemble the screening tool, digital thermometer and thermometer covers.
- 2) Wash hands.
- 3) Employees are required to complete the [Employee Screening Tool](#) prior to leaving for work each day:
 - a. If the answer to any question is "YES" the employee should remain at home.
 - i. Notify the supervisor and the HR representative.
 - ii. The ED is responsible to ensure that this is logged into the company [COVID-19 Tracker](#) under "Employee Cases."
 - iii. Follow the directions from the tracker regarding home quarantine, isolation and notification to the local health department as indicated
 - b. If the answer to all questions is "NO," and the temperature is below 100.0° F (37.8° C), the employee should continue to work per their planned schedule.
- 4) Wash your hands.

See also: [Return to Work Criteria](#)

Reasonable Exposure Guidelines and additional clarification

1. **"Close contact" is defined as:**
 - a. Living in the same household as a person under investigation for or laboratory-confirmed COVID-19
 - b. Caring for a sick person under investigation for or laboratory-confirmed COVID-19
 - c. Being within 6 feet of a person under investigation for or laboratory-confirmed COVID-19 for 10 minutes or more
 - d. Being in direct contact with secretions from a sick person under investigation for or laboratory-confirmed COVID-19 (e.g., being coughed/sneezed on, kissed, sharing utensils, etc.)

2. **For A COVID-19 Close Contact Exposure with fever** – employee should stay home for at least 14 days from the onset of signs and symptoms or as ordered by a MD.
3. **For Non-COVID-19 Exposure, but employee has fever of 100.0 or higher** – Remain at home until free of fever and other signs and symptoms for 72 hours without the use of fever-reducing medications.