

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](#) or [Paper Electronic Screening Tool](#)

Process Flow

1. Assemble the screening tool and thermometer



2. Wash your hands



3. Employees are required to complete the screening tool prior to leaving for work each day



If

- the temperature is at or above 100.0° F (37.8° C), AND
- the answer to any question is “YES”

Then

- The employee should stay home
 - Notify the supervisor and the HR representative

OR



If

- the answer to all questions is “NO”, and
- the temperature is below 100.0° F (37.8° C)

Then

- Wash your hands and continue with work per planned schedule



4. Wash your hands



5. The ED is responsible to ensure that the case is logged into the [Company COVID-19 Tracker](#) under Employee Cases