

**Employee Health Screening Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Office/Station/Dept \_\_\_\_\_

Employee Name: \_\_\_\_\_

Current Body Temperature: \_\_\_\_\_

Symptoms of flu like illness:

Fever of 100F or higher: Yes ( ) No ( )

Cough? Yes ( ) No ( )

If Yes, but not flu related, explain: \_\_\_\_\_

Sore Throat? Yes ( ) No ( )

If Yes, but not flu related, explain: \_\_\_\_\_

Chills or Body Aches? Yes ( ) No ( )

If Yes, but not flu related, explain: \_\_\_\_\_

If the patient has a fever AND any other Yes answer, the employee must go home and remain off work until symptoms are gone and patient is fever free.

Are there any family members sick at home? Yes ( ) No ( )

If Yes, explain: \_\_\_\_\_

If family members at home have flu-like symptoms (Fever plus any other symptom above) the employee should not be at work. Consider prophylaxis medications.

**Remind all employees of the following:**

- Practice good hygiene (wash hands, use hand gel after any contact with customers or other employees; use tissues and dispose of properly, avoid touching your eyes, nose or mouth)
- Minimize contact with others (hand shaking, hugs, etc)
- Attempt to stay at a minimum of 7 feet away from all customers unless there is a physical barrier (window).

Screener : \_\_\_\_\_



### **Instructions for conducting Employee Health Screenings:**

- 1. ALL employees should be screened daily upon arrival at the work place.**
- 2. As the employee walks up, they should maintain 6 – 7 feet of space between them and the screener**
- 3. Ask them the signs and symptoms questions from above. If all answers are NO, then the screener should approach and take a temperature and complete the form**
- 4. If an Employee states they have a fever or any other YES, approach employee from the side to obtain temperature.**
- 5. If the employee has a Fever >100.0 and any other YES, the employee shall be sent home on sick leave. If the employee's Fever is >99.0 but <100.0 then they should be reevaluated in 4 hours to determine if fever has increased.**
- 6. If an employee develops any of these symptoms during the work day, they should be re-screened and if necessary, sent home**

**Employees who are sent home sick or call in sick with flu symptoms should be advised of the following:**

- Stay at home and isolate themselves as much as possible**
- Get plenty of rest and drink water and electrolyte replacement fluids (Not soft-drinks, tea, coffee, alcoholic beverages, etc)**
- If they feel they need to go to the doctor, they need to call their doctor and ask how to proceed. Do not walk into any doctor office, clinic or hospital without wearing a mask.**
- If home with flu like symptoms, do not attempt to come back to work for 24 – 48 hours after the fever and symptoms have completely resolved.**
- Employees should make telephone contact with their supervisors daily to advise how they are progressing**