

# Non-Health Care Employee Symptom Screening Checklist

Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not work.

1. **Have you had close contact (within 6 feet for at least 10 minutes) in the last 14 days with someone diagnosed with COVID-19 or has any health department been in contact with you and advised you to quarantine?**
  - Yes
    - The employee should not work. The employee can return to work 14 days after the last time they had close contact with someone with COVID-19.
  - No
    - The employee can work if they are not experiencing symptoms.
2. **Since you last worked, have you had any of these symptoms?**
  - Fever
  - Chills
  - Shortness of breath or difficulty breathing
  - New cough
  - New loss of taste or smell

If an employee has any of these symptoms, they should go home, stay away from other people, and call their health care provider.

If an employee has been diagnosed with COVID-19 or has had symptoms recently, they should not work.

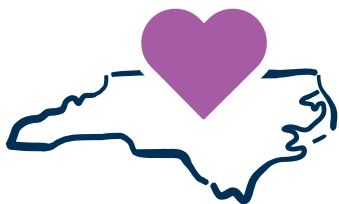
If an employee is diagnosed with COVID-19 based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should stay at home.

An employee can return to work when they can answer YES to ALL three questions:

- Has it been at least 10 days since you first had symptoms?
- Has it been at least 3 days since you've had a fever (without using fever reducing medicine)?
- Has it been at least 3 days since your symptoms have improved, including cough and shortness of breath?

If an employee has had a negative COVID-19 test, they can return to work once they have no fever without the use of fever-reducing medicines and have felt well for 24 hours.

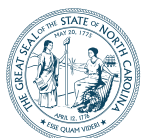
The employee can return to work without meeting the above criteria and without a negative COVID-19 test result IF they have a doctor's note allowing them to return to work.



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