



## COVID-19 Best Practice SELF-SCREENING GUIDELINES

Adopted - 3/17/2020  
Revised - 4/13/2020

1. Recommend one dedicated entrance at stations and administration buildings. Post agency specific guidelines on how to proceed into the facility.
2. Self-screening to be conducted at the beginning of the workday, reevaluated mid-workday, and final screening prior to end of workday.
3. Employee should conduct self-screening upon entry of building, prior to entering populated areas.
4. No need for documentation, this is simply a “sick” or “not sick” evaluation tool.
5. Employees with one or more of these signs or symptoms are considered to have a communicable illness, should not be at work, and need to communicate through the proper channels.
6. Employees should follow agency specific Return to Work policies.
7. Recommend tracking sick leave and/or paid admin leave within staffing software for potential reimbursement.



FEVER WITH OR WITHOUT CHILLS  
(38C/100.4F)



UNCONTROLLABLE SECRETIONS/EXCRETIONS RESULTING IN  
SNEEZING OR BLOWING NOSE DURING CARE OF PATIENT OR  
TALKING WITH A CO-WORKER



PROLONGED SORE THROAT



ANY NEW COUGH  
LASTING MORE THAN A DAY



INFLUENZA OR COVID-19-LIKE ILLNESS  
FEVER AND COUGH, SHORTNESS OF BREATH



DIARRHEA ASSOCIATED WITH AN ACUTE ILLNESS