

## 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.

All employees with direct client/patient contact must conduct daily screening regardless of vaccination status

### 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.

Employees are required to notify their supervisor if:

- They have been exposed to COVID-19
- They have been diagnosed with or tested positive for COVID-19
- They have a fever above 100.0 without the use of fever reducing medications (e.g., Tylenol, etc)
- They answer “Yes” on the screening tool, indicating the presence of symptoms

Please refer to the **Return to Work Criteria for Employees with Exposure, Symptomatic or Confirmed COVID-19 Policy** for specific guidance on isolation, quarantine and the requirements related to them.