

COVID-19: HEALTH CHECK GUIDE FOR EMPLOYEES AND VISITORS

(Version 2 – Updated: June 1, 2020)

Until further notice, ALL individuals must be screened upon entering the building/business area.

Note: All information below should be treated as private health information and recorded, shared, and retained according to ADA, HIPAA and local privacy laws.

1. Ensure individual is greeted upon entry and has donned a face mask and used alcohol-based hand rub (ABHR).

- Yes No – maintain social distance, direct them to closest mask and hand sanitizer station and ask them to do so

2. Ask the individual if they have had COVID-19 symptoms since their last health check (employees) or within the last 14 days (visitors).

→ Record information confidentially on [ex: Employee or Visitor Health Check Log].

- Yes No

If YES to any symptoms, including subjective fever (chills, sweating, hot/flushed skin) or objective fever ($\geq 100.4^{\circ}\text{F}$ or $\geq 38.0^{\circ}\text{C}$)*, RESTRICT them from entering the building and have them follow up via phone with HR representative/personal health provider/health department for further evaluation, contact tracing, and return-to-work considerations.

If NO, proceed with next step.

3. Ask the individual absent of symptoms if they have taken any fever-reducing or symptom-altering medication (i.e.: cold medicine) since their last health check or within 24 hrs (employees); or within the last 14 days (visitors).

→ Record information confidentially on [ex: Employee or Visitor Health Check Log].

- Yes No

If YES, ask:

- What symptoms _____;
- Date(s) symptoms were present _____.

RESTRICT from entering building based on COVID-19 symptoms and facility protocol.

Have them follow up via phone with HR representative/personal health provider/health department for further evaluation, contact tracing, and return-to-work considerations.

If NO, proceed with step 4.

4. Check temperature and record confidentially on [ex: Employee or Visitor Health Check Log]

Fever present ($\geq 100.4^{\circ}\text{F}$ or $\geq 38.0^{\circ}\text{C}$)*?

- Yes No

If YES, RESTRICT from entering the building.

If NO, proceed with step 5.

5. Ask if individual has been in close contact with anyone suspected or confirmed with COVID-19 within last 14 days.

- Yes No

If YES for visitor or employee who IS NOT a critical infrastructure employee, RESTRICT from entering the building and follow up via phone with HR representative/personal health provider/health department for further evaluation, contact tracing, and return-to-work considerations.

If YES and employee IS a critical infrastructure employee, have employee isolate away from others. Contact HR via phone for work restrictions/ return to work instructions. **Disinfect isolation area** per company/ CDC protocol.

If NO, proceed to step 6.

6. Allow entry to building/ work area and remind the individual to:

- Wash their hands or use ABHR throughout their time in the building.
- Practice cough and sneeze etiquette.
- Avoid shaking hands, touching others, or utilizing others' work equipment.
- Use a designated workspace and/ or ensure the workspace is disinfected before and after use.
- Maintain social distancing guidelines.
- Contact their manager or HR immediately if they develop acute respiratory symptoms or learn that a close contact is symptomatic or has been diagnosed with COVID-19.
- Avoid communal dining/ gatherings of more than 10 people.
- Wear a facemask whenever within 6 ft. of others.
- Visitors remain with their designated company contact at all times and immediately exit the building once their visit is over.
- Visitors contact company designee if they develop COVID-19 symptoms within the next 14 days, or learn they or someone they have been in close contact with up to 16 days before their visit is confirmed positive for COVID-19.

**Temperature thresholds are based on CDC guidelines for oral temperature indication of a fever. Normal adult body temperature is usually between 97°F and 99°F. While temperatures at or above 99°F may indicate onset of illness or infection, it is important to note that human body temperatures can also fluctuate depending on age, personal health conditions, and time of day and a temperature over 99°F may be normal. Also important to note is that some individuals may be at the pre-symptomatic or post-symptomatic stage of illness with a lower body temperature than 100.4°F and still be able to transmit pathogens to others or to surfaces. Therefore, it cannot be assumed that a temperature below 100.4°F indicates the person is well or does not have COVID-19 or some other illness in their system; or a temperature above indicates that diagnosis. Fever ($\geq 100.4^\circ\text{F}$) is just one symptom of potential illness and is recommended for screening of non-healthcare employees. Finally, follow thermometer manufacturer guidelines for fever indicators as ranges will depend on the type and accuracy of thermometer. In general, the following correlations apply:*

- *A rectal temperature is 0.5°F (0.3°C) to 1°F (0.6°C) higher than an oral temperature.*
- *An ear (tympanic) temperature is 0.5°F (0.3°C) to 1°F (0.6°C) higher than an oral temperature.*
- *An armpit (axillary) temperature is usually 0.5°F (0.3°C) to 1°F (0.6°C) lower than an oral temperature.*
- *A forehead (temporal) scanner is usually 0.5°F (0.3°C) to 1°F (0.6°C) lower than an oral temperature.*

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