



EMPLOYEE SCREENING GUIDELINES

Companies should consider how to best protect the health of their employees through appropriate screening, while also being sensitive about exacerbating fear and anxiety within their workforce.

Determine the Appropriateness of Employee Screening

- Employees coming to the workplace (not working remotely) may and typically should be screened in some form.
- Employees working in an environment where it is impossible to maintain a constant separation of 6 feet between all employees

Implement Daily Screening for All Staff Upon Reporting to Work

Screening procedures must include the following questions:

- Has the worker traveled outside of Michigan within the previous 14 days.
- Has the worker had any close contact with someone identified as a positive or presumed positive case of COVID-19 within the previous 14 days.
- Does the worker exhibit or report any new onset symptoms consistent with COVID-19 including, but not limited to:
 - Temperature > 100.4°F
 - Fatigue or weakness
 - Sweats and/or chills
 - Congestion / runny nose
 - Cough
 - Sudden loss of sense of smell
 - Shortness of Breath
 - Nausea
 - Sore Throat
 - Vomiting
 - Headache
 - Diarrhea
 - Muscle aches
 - Conjunctivitis (pink eye)



Steps To Be Taken When An Employee Tests Positive For COVID-19 Or Is Presumed Positive Based on Symptoms Associated With COVID-19

For an employee who has symptoms associated with COVID-19 (i.e., fever, cough, and/or shortness of breath) or has tested positive for COVID-19:

- If the employee is onsite at the facility, send the employee home immediately.
- If the employee is at home, do not permit the employee to come to work.
- Employees must stay home and be excluded from work;
 - For 1 day (24 hrs) after symptoms have resolved without the aid of medication and fever reducers**AND**
 - At least 10 days have passed since symptoms first appeared.
- Clean and disinfect all areas the sick employee worked.