Front Door Screening Questionnaire for Possible COVID-19

**When to Screen:** The Selikoff Centers for Occupational Health recommends that employers screen each employee **the day before** each employee returns to work and **at the beginning** of each day’s shift. This screening should be performed for all visitors who enter the building.

1. **Safety First**
   Both employer and employee should wear face masks and stand at least six feet apart while completing the screening.

2. **Review of Risk Exposure**
   In the past 14 days or since your last screening, have you been in close contact with anyone who is now sick with COVID-19 or is under investigation for COVID-19?

3. **Symptoms Screening**
   Do you have any of the following:
   - Cough
   - Fever
   - Chills
   - Muscle pain
   - Sore throat
   - New loss of taste or smell
   - Nausea, vomiting, or diarrhea
   - Congestion or runny nose
   - Shortness of breath or difficulty breathing

4. **Check temperature using a touch-free thermometer**
   Temperature is 100 degrees Fahrenheit (38 C) or higher indicates a fever.

**Action steps if any answers are “Yes”**

If an employee or visitor answers “yes” to any of the questions, employers should do the following:

- Stop the screening process.
- Do not let the person enter the workplace.
- Immediately separate the person from other people and arrange transport for home or to a medical facility if indicated.
- It is recommended that the employee receives timely COVID-19 testing. If they had close contact with a person with COVID-19, employees should be tested no sooner than 48 hours after exposure.
- The employee should not return to work until they have completed their quarantine or isolation period.