VDH Interim Guidance for Daily COVID-19 Screening of Employees
(Non-healthcare Workers)

Businesses and employers can help prevent the spread of COVID-19 by following the CDC's [Interim Guidance for Business and Employers Responding to Coronavirus Disease 2019](#). An important part of that is actively encouraging sick employees to stay home if they are ill and emphasizing to all employees the importance of knowing the [symptoms of COVID-19](#). Employers should also emphasize to employees the importance of notifying their supervisors if they become ill at work and then follow the CDC guidelines for [what to do if they are sick](#) with symptoms of COVID-19, which includes guidance for discontinuing home isolation.

The Virginia Department of Health (VDH) encourages employers to share the screening questions (page 2, below) with employees and, regardless of a known exposure, ask them to use these questions as a guide for assessing themselves prior to arrival at work and throughout the workday. If an employer chooses to perform the screening, it must be performed in a way that protects confidentiality and privacy and is consistent with applicable laws and regulations. To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Follow guidance from the [Equal Employment Opportunity Commission](#) regarding confidentiality of medical records from health checks. Because records of health screenings may need to be maintained per OSHA's Access to Employee Exposure and Medical Records standard ([29 CFR § 1910.1020](#)), consider the burdens and benefits of documenting individually identifiable results of entry screenings.

Employers should also have clear protocols for employees regarding reporting illness. VDH recommends that ALL employers develop a plan for healthcare support if a worker becomes ill.

If an employee answers YES to any of the symptom screening questions, the employer should activate the emergency protocol for COVID-19.
- Immediately isolate the ill person from others and ask that person to wear a facemask or cloth face covering, if not already doing so. Employees in certain customer-facing roles may already be required to wear face coverings under Executive Orders [61](#), [63](#), [65](#), and [67](#).
- Determine if the person needs medical care.
- Contact your company's occupational health program (if available) or supervisor (if applicable).
- Most people with COVID-19 develop [mild to moderate illness](#) and do not require medical care. In these situations, the ill person can be sent home to self-isolate. If the person is not severely ill, but medical care seems indicated, the person should call his or her healthcare provider before visiting the provider's office; if the person does not have a healthcare provider, the person should first call an urgent care center or hospital emergency room.
- If the person is experiencing any medical emergency or emergency warning signs of COVID-19 including, but not limited to, trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face, call 9-1-1 immediately and notify the operator that the person might have COVID-19.

Adapted from materials from the Washington and Arizona Departments of Health

Additional COVID-19 Resources

- VDH website on COVID-19 www.vdh.virginia.gov/coronavirus/
- VDH COVID-19 Business Website
  https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/businesses/
- VDH interim guidance for screening, monitoring, and testing employees returning to work: non-essential workforce
  https://www.vdh.virginia.gov/coronavirus/vdh-interim-guidance-for-daily-covid-19-screening-of-employees-and-visitors/
- VDH interim guidance for screening, monitoring, and testing employees returning to work: critical infrastructure employees
  https://www.vdh.virginia.gov/coronavirus/vdh-interim-guidance-for-implementing-safety-practices-for-critical-infrastructure-workers-non-healthcare-during-widespread-community-transmission-in-virginia/
- Persons at Higher Risk for Severe COVID-19
  http://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html

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COVID-19 Screening Protocol: Optional Survey for Employee Self-administration

YES or NO, since your last day of work or since your last visit to this establishment, have you had any of the following symptoms?	Yes	No
A new fever (100.4°F or higher) or a sense of having a fever	☐	☐
A new cough that cannot be attributed to another health condition	☐	☐
New shortness of breath or difficulty breathing that cannot be attributed to another health condition	☐	☐
New chills that cannot be attributed to another health condition	☐	☐
A new sore throat that cannot be attributed to another health condition	☐	☐
New muscle aches (myalgia) that cannot be attributed to another health condition, or that may have been caused by a specific activity (such as physical exercise)	☐	☐
A new loss of taste or smell	☐	☐
Have you had a positive test for the virus that causes COVID-19 disease within the past 10 days?	☐	☐
In the past 14 days, have you had close contact (within about 6 feet for 15 minutes or more) with someone with suspected or confirmed COVID-19?	☐	☐

- **Non-essential workforce employees who answer YES to any of the employee screening questions should not be permitted to enter the facility.**
- **Critical infrastructure employees with symptoms of COVID-19 or who have tested positive should not be permitted to enter the facility. Critical infrastructure employees (non-healthcare) with close contact with a COVID-19 case should follow VDH guidance for returning to work.**

COVID-19 Optional Employee Agreement: Infection Control Practices

During your shift, do you agree to:	Yes	No
Immediately notify your employer if you develop symptoms of COVID-19	☐	☐
Practice proper hand hygiene	☐	☐
Maintain appropriate physical distance between yourself and others, as much as possible (at least 10 feet for establishments with physical activity, singing, or cheering and at least 6 feet for all other settings)	☐	☐
Limit physical contact between yourself and others, as much as possible	☐	☐
Wear a face covering when unable to maintain 6 feet of distance between yourself and others	☐	☐
Limit touching surfaces to only what is necessary	☐	☐

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