COVID-19 Information for Businesses and Employers

Screening Protocol Employees for COVID-19

To help protect the public against the spread of COVID-19, screen employees each day before work by following these steps:

- All employees who are able to work from home should be working from home at this time.

- For those employees who have to come in to work:
  - Each employee should have their temperature taken each day using a touchless thermometer. If they have a fever at or above 100.4 degrees Fahrenheit, that employee should be sent home. If there is no thermometer, then ask if the employee has had a fever, chills or body aches in the last 24 hours.
  - Each employee should be asked if they have a new or worsening cough or a new or worsening shortness of breath.

- If the employee has either a fever or symptoms, they should be excluded from work. This employee can return to work when:
  - It has been seven days since the onset of symptoms OR
  - Three days since the last fever without the use of fever-reducing medicines,
  - Whichever is the longer of the two.
  - The Employee does not require a doctor's release to return to work.

- Have you been exposed to someone with confirmed COVID-19?
  - No – proceed to work
  - Yes, and not experiencing symptoms– employee will be required to stay at home for 14-days from the time they were exposed to confirmed COVID-19
  - Yes, and exhibiting symptoms– employee is required to stay home for at least 7 days from the time they experienced symptoms AND at least three days after they have no fever (without taking medication to reduce fever) AND have improvement in their respiratory symptoms (cough, shortness of breath)

- Please remember to continue to follow preventative measures no matter how many employees are in the office— social distancing, stay home when sick, use cough and sneeze etiquette, and practice hand hygiene as often as possible. Clean all high-touch surfaces regularly. Consider adjusting work schedules.