



## COVID-19 Screening Guidance for Employers

August 17, 2020

**Purpose:** This guide has been developed to support the screening of employees to assess need to be excluded from the workplace and self-quarantine or self-isolate.

**Procedure:**

1. **Assess current symptoms, recent exposure, and travel history upon arrival:**

- Take temperature with temporal or forehead touchless thermometer
- Ask: Are you taking any medication to treat or suppress a fever?
- Ask: Are you currently waiting for a COVID-19 test result for any reason other than a required routine screening for work, a health procedure, or prior to travel?
- Ask: Have you tested positive for COVID-19 in the past 10 days?
- Ask: In the last 14 days, have you had close contact with someone who has COVID-19? Close contact means you were within 6 feet of that person for 15 minutes or longer.
- Ask: Have you traveled in the last 14 days to an area with travel restrictions, as identified by the PA Department of Health or the Centers for Disease Control and Prevention (CDC)?
- Ask: Are you currently experiencing any of the following symptoms?

Group A 1 or more symptoms	Group B 2 or more symptoms	
Cough	Sore throat	Headache
Shortness of breath	Chills	Congestion or runny nose
Difficulty breathing	Muscle pain	Nausea or vomiting
Lack of smell or taste (without congestion)	Fatigue	Diarrhea
	Fever	

"COVID-19 Symptoms" is defined as having 1 or more symptom(s) in Group A  
**OR** 2 or more symptoms in Group B

2. **Provide Guidance (Table 1):**

Scenario	Exclusion from Workplace	Return to Work Guidance
#1 – Negative Screen	None	NA
#2 – COVID-19 Symptoms	Yes	Employee should be tested for COVID-19. Individuals awaiting test results should be excluded from workplace. <ul style="list-style-type: none"> <li>➤ If test result is <u>negative</u>, return to work based on clinical criteria for alternative diagnosis. If no alternative diagnosis</li> </ul>



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Scenario	Exclusion from Workplace	Return to Work Guidance
		<p>is known, return to work 24 hours after symptoms are improved.</p> <ul style="list-style-type: none"> <li>➤ If test result is <u>positive</u>, follow return to work guidance for scenario #3.</li> </ul> <p>If individual is not tested, follow return to work guidance for scenario #3 (assume employee is positive).</p>
#3 – Positive COVID-19 PCR Test <u>with</u> Symptoms	Yes	<ul style="list-style-type: none"> <li>➤ 24 hours with no fever <b>and</b></li> <li>➤ improvement in symptoms <b>and</b></li> <li>➤ 10 days since symptoms first appeared.</li> </ul>
#4 – Positive COVID-19 PCR Test <u>without</u> Symptoms	Yes	<p>10 days after the PCR test was collected.</p> <ul style="list-style-type: none"> <li>➤ If symptoms develop during 10 days, follow return to work guidance for scenario #3.</li> </ul>
#5 – Close Contact <u>with</u> Symptoms	Yes	<p>Employee should be tested for COVID-19. Individuals awaiting test results should be excluded from work.</p> <ul style="list-style-type: none"> <li>➤ If test result is <u>negative</u>, return to work 14 days after last exposure to the person with COVID-19, and symptoms have resolved.</li> <li>➤ If test result is <u>positive</u>, follow return to work guidance for scenario #3.</li> </ul> <p>If individual is not tested, return to work 14 days after last exposure to the person with COVID-19, and symptoms have resolved.</p>
#6 – Close Contact of COVID-19 <u>without</u> Symptoms	Yes	<p>14 days after the date of last exposure to the person with COVID-19.</p> <ul style="list-style-type: none"> <li>➤ If symptoms develop during 14 days, follow return to work guidance for scenario #5.</li> </ul> <p><i>Exception: Anyone who has developed COVID-19 illness within the previous 3 months AND has recovered AND remains without COVID-19 symptoms, does not need to stay home.</i></p>
#7 – Travel History Positive	Yes	<p>14 days after return from location under travel restrictions.</p> <p><i>Exception: Anyone who has developed COVID-19 illness within the previous 3 months AND has recovered AND remains without COVID-19 symptoms, does not need to stay home.</i></p>



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### **Guidance for Employees:**

1. Notify your supervisor if you meet any exclusion from work criteria.
2. Self-monitor for symptoms.
3. Wear a face mask at all times.
4. Practice social distancing in the workplace and do not congregate in common areas.
5. Notify your supervisor and go home immediately if you become sick.
6. Do not share headsets or objects used near face.
7. Notify your supervisor of travel plans.

### **Employees with COVID-19 Exposure or Positive Test Result:**

Individuals are notified by their physician or the Health Department about test results for COVID-19, or if they are a close contact of a case. Because tests may be false positive or false negative, some testing may need to be repeated or confirmed. If there is uncertainty about an employee's result, have them consult their physician. If an employee receives a positive test result for COVID-19, employee should remain at home in isolation until *Return to Work Guidance* is met, regardless of symptoms. This includes essential employees.

Test results may include the following:

- Detection of SARS-CoV-2 RNA in a clinical specimen using a molecular amplification detection test (PCR)
- Detection of specific antigen in a clinical specimen

Anyone who has had close contact with someone with COVID-19 and developed COVID-19 illness within the previous 3 months AND has recovered AND remains without COVID-19 symptoms, does not need to stay home. At this time, we do not know if someone can be re-infected with COVID-19. There are no confirmed reports to date of a person being re-infected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Until more is known, CDC recommends that all people, whether or not they have had COVID-19, continue to take safety measures to avoid becoming infected with COVID-19 (wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks).

Based on new information regarding antibody testing, results of antibody tests are not used for exclusion from work or return to work.

If an employee tests positive for COVID-19, the building does not need to be evacuated. An employer may choose to voluntarily close to perform a deep cleaning out of an abundance of caution. Visit <https://www.chesco.org/4437/Coronavirus-COVID-19-How-to-Help> for information on cleaning and disinfecting.



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**Temperature Assessment:**

The temperature considered a fever during screening differs based on how temperature is taken. Any fever reported by an employee, even if no thermometer was used, is considered symptomatic.

<b>Mode</b>	<b>Temperature for fever</b>
Walk through scanner	97.5°F or higher
Axillary and temporal	99.5°F or higher
Oral	100.0°F or higher

**Travel:**

If an employee travels to an area with travel restrictions, as identified by the PA Department of Health or the Centers for Disease Control and Prevention (CDC), that individual needs to quarantine for 14 days upon return to Pennsylvania. If symptoms develop during that time, follow above exclusion and return to work criteria. Employees should notify their supervisor of travel plans.

If a location is removed from the travel restrictions list, employees who traveled there during the time that the location had restrictions, were there during a time that case counts and transmission were still of concern; therefore, those individuals should complete their quarantine. Anyone traveling to a location at the time or after it was removed from the list, does not need to quarantine upon return.

Anyone who has traveled to an area with travel restrictions and developed COVID-19 illness within the previous 3 months AND has recovered AND remains without COVID-19 symptoms, does not need to stay home. At this time, we do not know if someone can be re-infected with COVID-19. There are no confirmed reports to date of a person being re-infected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Until more is known, CDC recommends that all people, whether or not they have had COVID-19, continue to take safety measures to avoid becoming infected with COVID-19 (wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks).

Employers should consider potential exposure risks and consider remote work options for employees who reside in an area with travel restrictions and work in the county. Employees who reside in an area with travel restrictions and continue to work in-person should be mindful of their activities in that area, and minimize their potential exposure.

If it is not possible to exclude workers at life-sustaining businesses who have a positive travel history, then modify working conditions to minimize the risk they would infect others. Examples include:

- Ensure use of source control personal protective equipment (PPE) and meticulous environmental cleaning.



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- Exclusion from contact with coworkers or clients, or at least exclusion from contact with vulnerable coworkers or clients, such as elderly or those with chronic conditions.
- Exclude from lunch/break rooms where they would have a mask off around others.