



EMPLOYEE SCREENING GUIDE

SCREENING BEST PRACTICES

- Identify which entrances in your building(s) will be staffed by a screener.
- Place signage to specify which entrances will and will not be staffed by a screener.
- The screening station should be placed in an area that creates a flow among employees entering the building, while maintaining social distancing guidelines.
- Leaders should work together to provide staggered start times for employees and provide education on the importance of these screening checks in our COVID-19 prevention efforts.
- Screenings should be conducted all day. An employee should be screened each time they enter the building by following the process detailed below.

REQUIRED MATERIALS

- Thermometers
- Alcohol wipes (to clean thermometers between each screening)
- Masks for all the screeners

Also needed:

- Instructions for employees who do not pass a screening
- A tracking log for documenting employees with temperatures of 100.4 degrees or higher
- Floor tape or a similar item to create a visual cue for maintaining social distancing

PROCESS FLOW

1. Employees enter the designated screening area and check-in at the screening station.
2. A screener completes a temperature check.
3. If an employee does not pass the check (with a temperature of 100.4 degrees or higher), they should be sent home. Employees who are sent home should notify their supervisor by phone, email or text to advise them they will not be working.
4. The screener cleans the thermometer as recommended by the manufacturer (described below).
5. The screener documents any employee who does not pass the temperature check on the screening log.

