April 22, 2020

# COVID-19 SCREENING GUIDANCE FOR THE WORKPLACE

The Sawyer County Health Department recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your workplace by screening employees and vendors on a daily basis.  If your business is not open to the public, you should also screen visitors before they enter your facility.

**COVID-19 SCREENING PROTOCOL**

- Screen all employees before the start of each work shift
- Screen vendors before allowing them to enter your facility
- If your facility is not open to the public, screen all visitors

**Ask the employee, vendor or visitor to answer "YES or NO" to the following screening questions:**

- Do you have a fever (100.4°F or higher), or a sense of having a fever (e.g. chills, body aches)?
- Do you have a new or worsening cough that you cannot attribute to another health condition?
- Do you have new or worsening shortness of breath that you cannot attribute to another health condition?
- Do you have a sore throat that you cannot attribute to another health condition?
- Do you have a headache that you cannot attribute to another health condition?
- Do you have a loss or change in your sense of smell or taste?
- Do you have nausea, vomiting or diarrhea that you cannot attribute to another health condition?
- Do you have nasal congestion that is not attributed to allergies?

**If anyone answers YES to any of the screening questions, immediately activate your business emergency protocol for COVID-19.**

Protocols should include:

- Do not allow an employee, vendor or visitor in the facility who has symptoms
- Do not allow the employee to return to work until they have called the Sawyer County COVID-19 Screening Hotline Number 715-934-4518
    - An employee with an illness (whether they test positive for COVID-19 or not) should stay home for:
        - At least 3 days (72 hours) after fever is gone without the use of fever-reducing medications and respiratory symptoms (e.g. cough, shortness of breath) are gone; AND
        - At least 7 days have passed since symptoms first appeared.

*Sawyer County Public Health promotes healthy lifestyles, strong communities and safe environments.*

**SICK OR POSSIBLY SICK EMPLOYEES WITH COVID-19**

**Employees who have been sick with or without COVID-19:**

- Workplace's should not require a doctor's note. Doctors may be very busy and not able to provide this in a timely way. Public Health will be following persons with confirmed COVID-19 tests and will give guidance when isolation can be lifted.

**Employees who show signs of COVID-19 (fever, cough, or trouble breathing) while at work:**

- Immediately ask the employee to put on a mask. The employee should leave work as soon as possible. If unable to leave the workplace right away, place them in a private room away from others until they can leave. The employee should call the Sawyer County COVID-19 Screening Hotline.

**What to do if an employee has COVID-19:**

- **Keep it confidential**. This is required by the Americans with Disabilities Act (ADA). The Sawyer County Health Department will work with the employer to inform close work contacts of the sick employee that they may have been close to someone with COVID-19.

**Employees who have a family member at home with COVID-19 should:**

- Employees should notify their employer. Employees should stay home and avoid public places. They will work with Sawyer County Public Health to monitor their health for fever, cough, or trouble breathing for 14 days after the last day they were in contact with the sick person.