

Sample COVID-19 Screening Tool

New York State (NYS) requires employers to screen employees for COVID-19 symptoms and exposure before the employee can enter the workplace each day. Review this **COVID-19 Screening Tool** and consider adapting it to your workplace. Employers should take necessary precautions to ensure employee health information is kept private.

Who should use this screening tool?

This tool is a *sample* for most workplaces. It can be used for employees and visitors. Some workplaces, such as health care or long-term care facilities, may have different screening requirements.

How should I use this screening tool?

Use this sample tool in the way that makes sense for your workplace. Ideas for screening include:

- Call employees each workday before they leave home to ask the screening questions.
- Set up an automated phone line that allows employees to indicate yes/no and have someone monitor the line to ensure compliance.
- Issue an auto-generated email or survey that enables a response.
- Designate a screening area and distribute the screening questions on paper to employees when they arrive for work. If written forms are used, they should not identify the employee by name.

Do I need to keep records of screening?

Yes. NYS requires documentation that health screenings have occurred.

If an employee passes the screening, do they still need to follow rules about physical distancing, face coverings and hand hygiene?

Yes. People can have COVID-19 and not know it and can infect others even if they have no symptoms. It is important for everyone in the workplace to practice physical distancing, wear a face covering, and practice healthy hand hygiene even if they do not feel sick or have a known exposure.

What should employees do if they do not pass the screening?

An employee who does not pass the screening must not report to work. If the employee needs more information about COVID-19, direct them to nyc.gov/health/coronavirus. If they need help finding a medical provider or accessing testing, direct them to **311**. If the employee is experiencing a medical emergency, they should call **911**.

The screening is not a medical diagnosis of COVID-19. Employees and visitors are not being advised whether to consult a health care provider or to seek COVID-19 testing. Results are solely to determine whether the employee or visitor can report to the worksite.

What safety protocols are required if screening is conducted at the workplace?

- People must maintain at least 6 feet of distance from others while awaiting screening.
- Screeners and screened individuals must wear a face covering if they can medically tolerate one. If an individual cannot medically tolerate a face covering, the employer should consider a

reasonable accommodation, such as having the person complete a written screening survey rather than an in-person screening.

- Screen in a location that is not a confined space (for example, do not use a small office with a closed door).
- Design a way to screen that prevents others from hearing what is being said and to minimize others from observing screenings.
- Incorporate physical distancing (maintaining at least 6 feet between screeners and others), or physical barriers, such as a plexiglass barrier, to minimize exposure during the screening.

Are employers required to maintain employee confidentiality?

Yes. All information collected from employees must be kept confidential and can only be maintained in the employee's medical or health file, in the same manner as the employer maintains medical notes for leave purposes. These records should be kept separate from the employee's personnel file.

Should we take employee temperatures?

Workplaces are not required to check employee temperatures.

What safety protocols are needed if we conduct temperature checks?

If you decide to conduct temperature checks:

- Use a non-contact thermometer (such as an infrared forehead thermometer or infrared scanner).
- Do not use oral (inserted into the mouth) or tympanic (inserted into the ear) thermometers.
- The person using the non-contact thermometer should strictly follow the manufacturer's instructions for use. Additional guidance regarding use of non-contact infrared thermometers can be found [here](#) or at [fda.gov](https://www.fda.gov) (search for "non-contact thermometer").
- When non-contact thermometers are used and the screener does not have physical contact with an employee, gloves do not need to be changed before the next check.
- Screening areas should have a supply of alcohol wipes to sanitize equipment that inadvertently touches the screened individual. Clean after each person is screened if there is contact.

My employee has a positive COVID-19 blood antibody test. Do they still need to be screened?

Yes. At this time, antibody tests for COVID-19 cannot be used to detect whether someone is currently sick or infected. It is also not yet known whether a positive antibody test means that someone is protected from getting COVID-19 again. Antibody tests should not be used to decide whether someone should or should not work.

NYS guidance states: "Responsible Parties must immediately notify the State and local health department about the case if test results are positive for COVID-19." How do I notify the NYC Health Department?

You can call the NYC Health Department at 866-692-3641.

For how long do I need to conduct the health screening?

This screening tool is intended for use during the COVID-19 public health emergency only. Some screening practices may not be appropriate or lawful outside the scope of this emergency. Screening requirements may change. Check [nyc.gov/health/coronavirus](https://www.nyc.gov/health/coronavirus) regularly for updates.

SAMPLE

Employee/Visitor Health Screening

1. Have you experienced a fever of 100.4 degrees Fahrenheit or greater, a new cough, new loss of taste or smell, or shortness of breath within the past 10 days?

No.

Go to the next question.

Yes.

No further screening is needed. The person may not report to the workplace.

2. In the past 10 days, have you tested positive for COVID-19 using a test that tested saliva or used a nose or throat swab (not a blood test)? (10 days measured from the date you were tested, not the date you received the test result.)

No.

Go to the next question.

Yes.

No further screening is needed. The person may not report to the workplace.

3. To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19?

No.

Go to the next question.

Yes.

No further screening is needed. The person may not report to the workplace.

4. In the past 14 days, have you traveled internationally or returned from a state identified by New York State as having widespread community transmission of COVID-19 (other than just passing through the restricted state for less than 24 hours)? Visit <https://coronavirus.health.ny.gov/covid-19-travel-advisory> for applicable states.

No.

The person may report to the workplace.

Yes.

No further screening is needed. The person may not report to the workplace.

Note: there may be additional New York State guidelines that apply to essential workers in your sector, not included in this tool.