

Employee Screening for COVID-19

As part of our commitment to providing all employees a safe workplace, as well as being in compliance with local orders, [COMPANY NAME] has implemented a temporary process of screening employees at the beginning of each shift for COVID-19 symptoms. This temporary policy outlines the screening process. Overall, employees are encouraged to remain home if they are experiencing any symptoms related to COVID-19. This may include, but is not limited to, cough, shortness of breath, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

At the beginning of each shift, prior to entering the worksite, all employees will be required to answer a list of screening questions regarding COVID-19 symptoms and have their temperature taken by a trained member of management. If an employee successfully completes the screening process, they will be allowed to enter the workplace. If an employee does not successfully pass the screening process, they will be required to return home with pay for the remainder of the work day. A member of the Human Resources team will contact the employee to discuss next steps.

All screening question answers and body temperatures will be treated as private and confidential. Employees will be paid for all time spent standing in line and completing the screening process. In addition, all screenings will be conducted in a consistent and non-discriminatory manner. The Company will take all necessary steps to ensure all employees' safety during the screening process.

If an employee later begins experiencing any of the symptoms related to COVID-19, as outlined above, they must contact their supervisor immediately.

Employees are encouraged to contact the Human Resources department if they have any questions or concerns.

Employers Council



Policy provided by Employers Council
Contact Bob Coursey, Esq., SPHR, SHRM-SCP with questions
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