Screening for Employees

Screening Action Step 1: Temperature Taking
(See instruction for proper temperature taking technique)

Temperature reading is **100.0 degrees or higher** – No further steps are needed. Follow the directions below

- Employee must return home and notify their manager.
  - If they are concerned about their symptoms instruct them to send an email to COVIDWatch@uc.edu
  - Document date / employee name and M# on the sent home form.

Temperature reading is **99.9 degrees or lower** – Continue with the screening questions below

**Screening Questions / Actions:**

1. Have you had/have a new onset of cough, fever or shortness of breath not related to seasonal allergies?
   
   No  ➔  Continue screening
   
   Yes  ➔  Employee must return home and notify their manager and send an email to COVIDWatch@uc.edu if they are concerned about their symptoms. Immediately. The screener must document the employee’s information on the sent home form.

2. Have you had a confirmed exposure to COVID-19?
   
   No  ➔  Employee passes screening. Give employee 12 hour sticker to wear while on campus.
   
   Yes  ➔  Employee must answer the following questions:
   
   a. Were you wearing appropriate PPE when you were exposed?
      
      Yes  ➔  Employee passes screening. Give employee 12 hour sticker to wear while on campus.
      
      No/Unsure  ➔  Follow up Question
   
   b. Have you spoken with your Manager/Employee Health and been cleared to return to work?
      
      Yes  ➔  Employee passes screening. Give employee 12 hour sticker to wear while on campus.
      
      No  ➔  Employee must return home and notify their manager and send an email to COVIDWatch@uc.edu to report a potential COVID-19 exposure. The screener must document the employee’s information on the sent home form.

**If the employee does not have a mask, please provide them a mask before they leave the table**