



CHECKLIST

SYMPTOM MONITORING AND CONTACT TRACING CHECKLIST

Revised: May 2020

Summary:

This checklist presents considerations for an employer in monitoring symptoms and temperature checks following return to work.

Important Notice:

The information provided herein is general in nature and designed to serve as a guide to understanding. These materials are not to be construed as the rendering of legal or management advice. If the reader has a specific need or problem, the services of a competent professional should be sought to address the particular situation.

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Symptom Monitoring and Contact Tracing Following Return to Work

- Provide employees with advance notice they might or will be subject to a temperature check through a letter, post a notice at all the entrances, and on the intranet.
- Anyone coming into the employer's premises can be required to take their temperature, including job candidates.
- This [video is helpful](#), and there is [more detailed information here](#) when taking temperatures in the workplace. Use the detailed information to set up stations with thermometers and spreadsheets or computers to capture temperature data.
- Time spent waiting to be screened and while being screened may be compensable under some wage and hour laws.
- Train and educate personnel on measuring body temperatures, including how to protect themselves and those being screened during the process.
- Urge employees to self-monitor for symptoms and not to come to the workplace if experiencing any.
- Do not allow employees to break social distancing requirements while waiting to be tested.
- Implement a consistent and safe process for temperature screenings, e.g., testing of all those who enter the workplace, not only employees.
- Prepare a plan for handling the results, e.g., documenting results, sending ill employees home immediately, sharing results on a strict need-to-know basis.
- Decide who is going to take the temperature:

Employer

- If you appoint employees to gather the data, there must be explicit instruction that they cannot release the identity of any employee. The employee should sign a statement indicating they understand the information is confidential and violating this may be grounds for discipline or discharge.
- Refrain from taking an employee's temperature in a public setting.
- If screening is at the workplace, use a thermometer that is placed on the forehead and disinfect it between each use.

Employee

- If employees are taking their temperatures, they should have a [form to fill in each day](#).

- For employees taking their temperatures, a digital thermometer may be ideal. Thermometers with mercury can be difficult to read and may or may not be read accurately. If it is affordable, the employer may want to provide thermometers to employees.
- Temperatures should be taken once a day unless it is elevated.
- If the temperature is above 99.6, the temperature should be taken twice a day for the next seven days.

If Temperature over 100.4

- The general recommendation is to send an employee home immediately if the temperature is 100.4 degrees or higher.
- If an employee has a temperature over 100.4 degrees, most employees must report symptoms to their state authorities:
 - Arizona is implementing a secure, automatic 14-day symptom monitoring and reporting system, and there is more information [on their health department website](#).
 - In Colorado, if an employee reports any symptoms, refer symptomatic employees to the [CDPHE Symptom Tracker](#).
 - In Utah, there is a [Healthy Together App](#) to track symptoms.
- In addition to sending the employee home immediately with a temperature above 100.4 degrees, all employers should:
 - Increase cleaning in your facility and require social distancing of staff at least six feet apart from one another;
 - Exclude employee until they are fever-free, without medication, for 72 hours and ten days have passed since their first symptom;
 - If multiple employees have these symptoms, contact your local health department;
 - Eliminate or regularly clean and disinfect any items in common spaces, such as break rooms, that are shared between individuals, such as condiments, coffee makers, vending machines.

Contact Employers Council for assistance 800-884-1328