



In the workplace: Worker arrival area

What to do

- 1 All workers should wash their hands with soap and water for at least 20 seconds immediately upon arrival at work (hand sanitizer with at least 60% alcohol may be used if soap and water is not available, although handwashing with soap and water is more effective)
- 2 While waiting to be checked in and screened for symptoms, potential exposure, and fever, they should maintain physical distance of at least six (6) feet from other people. If this is not possible, workers should make every effort to avoid direct physical contact and be sure to wear face coverings
- 3 After arriving and washing their hands, all workers should be screened for symptoms of Covid-19 and potential exposure to Covid-19 and have their temperature checked

***Note:** Ideally, workers will have self-assessed for symptoms, potential exposure, and fever before leaving for work, and not leave home if they are positive for any of these; however, for purposes of documentation, they should still be screened upon arrival at the workplace

- Symptoms

- Ask each worker if they are having any of the following:

- Fever (temperature of 100.4° F or 38° C or greater) or feeling feverish
- Cough
- Shortness of breath
- Difficulty breathing
- Any other symptoms that may be experienced with Covid-19, such as muscle aches, nausea, headache, sore throat, or loss of taste or smell

- Potential exposure to Covid-19

- Ask each worker if, since their last screening:

- They have been exposed to anyone in their household who is ill; has known or suspected Covid-19; or has tested positive for Covid-19, but has not shown any symptoms
- They have been exposed to anyone outside of the household who is ill; has known or suspected Covid-19; or has tested positive for Covid-19, but has not shown any symptoms



In the workplace: Worker arrival area

What to do

- Temperature
 - Measure each worker's temperature. In decreasing order of preference, use one of the following:
 - A skin-contact infrared digital forehead (temporal) thermometer (quick, reliable, somewhat expensive)
 - *Note:** *If using a skin-contact thermometer, clean it with an alcohol wipe or isopropyl alcohol on a cotton swab between workers*
 - A reusable digital oral stick thermometer with single-use disposable caps or covers (slightly slower, reliable, inexpensive)
 - A no-touch infrared digital forehead (temporal) thermometer (quick, generally less reliable, most expensive)
 - Log the worker into a log-in sheet or online spreadsheet that includes their name, contact information (if a visitor), time checked in, and time checked out. It is important for workers and visitors to record both time in and time out. This will help identify people potentially exposed to a someone with Covid-19 in the workplace, should that become necessary
 - If a log-in sheet is used, people checking in should use a sanitized pen to enter information on it
 - Any worker or visitor with symptoms of Covid-19 or a temperature of 100.4° F or 38° C or greater should be separated from other people; asked to place a face covering over their nose and mouth, if not already wearing one; and advised to go home directly, self-isolate, and seek medical advice
 - Workers who feel well, do not have any symptoms of Covid-19, and do not have a fever may proceed to enter the workplace
 - Any worker who, since last screened, has been exposed to anyone in or outside of their household who is ill; has known or suspected Covid-19; or has tested positive for Covid-19 but has not shown any symptoms, should be managed as described in Appendix 6
 - Ensure that all workers and visitors are wearing a face covering over their nose and mouth before entering the facility