



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****