

> Employer Instructions for Utilizing the Employee Self Health Assessment

This page is informational only and should not be distributed to employees.

Instructions


- Before allowing your employees to return to the workplace, it is a recommended “best practice” to conduct a workplace re-entry screening as verification that the employee does not pose a heightened risk of exposure.
- G&A Partners has provided you the following brief Employee Health Self-Assessment to distribute to your employees prior to entering the workplace.
- We caution you not to stray from the assessment as written, because any additional data collected or questions inquiring about an individual’s health may spark healthcare privacy concerns and special protections under the Health Insurance Portability and Accountability Act (HIPAA), or require employers to treat any medical information voluntarily disclosed by an employee as a confidential “medical record” under the Americans with Disabilities Act (ADA). By law, medical records must be maintained in separate medical files apart from your regular personnel files, for up to 30 years.
- Employees should be provided the assessment (page 2) to complete and should also have access to reviewing the CDC COVID-19 Symptoms page (page 3).
- The assessment is designed to ask employees to self-screen. If the employee answers “Yes” to any of the scenarios proposed in the assessment, then the employee should turn around, go home, contact his/her supervisor and not enter the workplace until further notice.
- The assessments should be turned into a designated member of management at the workplace entry.
- Management should place the completed assessments in a secured location or locked box.
- The designated member of management should discretely instruct employees with a marked “X” in the self-assessment to leave the premises and contact their supervisor for further instructions.

Return to the Workplace Employee Self Health Assessment

Responses to this assessment will be kept confidential and maintained only for the purpose of managing workplace safety guidelines, as prescribed by the Occupational Health and Safety Administration (OSHA) and the Centers for Disease Control (CDC).

Employee Name	Employee ID #	Today's Date

Instructions: Please mark an “X” inside the Blue Box below if any of the following bullets applies to you, without specifying the factor that applies to you.

Self Health Screen	Mark an “X” below in blue box if answer to <u>any</u> statement is YES
<ul style="list-style-type: none"> You have been infected with or had symptoms associated with COVID-19 in the last 24 hours including a fever above 100.4°F, cough, and/or shortness of breath, or any other combination of symptoms as indicated by the CDC (see CDC COVID-19 Symptoms list). In the past 14 days, you have been in close contact (within 6 feet for more than a few minutes) with anyone diagnosed with COVID-19 without appropriate protection. In the past 14 days, you have had unprotected direct contact with infectious secretions or excretions of anyone diagnosed with COVID-19 (e.g., being coughed on, touching used tissues with a bare hand). In the past 14 days, you have been on a cruise or been advised/ordered to quarantine/isolate by a health care provider or a governmental agency (i.e. border patrol, CDC or a state or local health department). 	

Centers for Diseases Control: Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

When to seek emergency medical attention:

Look for emergency warning signs for COVID-19. If you or someone you know is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not exhaustive. Please consult your medical provider for any other symptoms that are severe or concerning to you.