



COVID-19 Business Reopening Health Screening and Temperature Check Guidelines Checklist

<i>Completed By:</i>			
<i>Date Completed:</i>		<i>Supervisor:</i>	

Item		Response			Action	
No.	Description	Yes	No	N/A	Corrective Action	Remarks
1.	Are all employees who are able to work from home working from home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Has the company considered health screening and/or temperature checks as employees, customers and guests physically return to your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Have employees been asked to check their own temperature daily before coming to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	Has an evaluation of reasonably anticipated safety and health hazards, and risks to individuals performing temp checks and health screenings in the workplace, been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Based on the anticipated exposure (above), has a determination been made regarding what mitigation efforts will be taken to protect the employee, and eliminate and/or minimize the hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Have physical distancing (maintaining a distance of 6 feet from others), or physical barriers been implemented to eliminate or minimize the screener's exposures due to close contact with persons being screened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Have procedures and appropriate health and safety controls been developed and implemented for the performance of temp screening and health evaluations in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	As appropriate, have personal protective equipment (PPE – mask, face shield, gloves, gown) and training, hand washing facilities and/or hand sanitizer been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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9.	Have disposable or non-contact thermometers been provided, or instant-read contact thermometers and appropriate cleaning and disinfecting supplies been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10.	Are designated no-touch trash receptacles provide for disposal of any potentially infected materials and disposed PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Have appropriate verbal screening questions been developed to identify those with COVID-19 symptoms and/or contact with known cases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12.	Has a door sign been posted at facility entrances to assist employees, customers and guests in self-assessment and determination of eligibility for entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.	Will your program screen for fevers of more than 100.4 degrees as recommended by the CDC or as appropriate for any other state or local requirements ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14.	Will temperature checks include guests, clients, vendors, and contractors to ensure a safe work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15.	Are employees verbally informed, in a private setting, immediately when their temperature is above 100.4 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16.	To the extent testing results suggest or confirm a positive diagnosis for COVID-19 and lead to a decision to send an employee home, are you maintaining a record of the testing results and treating the record as an employment medical record?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17.	If you maintain temperature or testing information for employees, is access to this information strictly limited to employees who have a need to know the information for personnel management purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18.	Are appropriate security measures taken to avoid inadvertent or malicious access to the test and screening information by third parties, or other employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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19.	Is all other information retained only as long as necessary to manage risk during the COVID-19 crisis and will it all be permanently deleted once it is no longer needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20.	CALIFORNIA ONLY: Has a California Consumer Privacy Act (CCPA) compliant notice been provided to employees prior to or at the same time as your collection of temperature and health screen information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Note: Unless required by a local or state order, taking temperatures is not required in most workplaces. Doing so will require extensive planning, training, and could even be quite expensive. In addition, many individuals infected with COVID-19 won't exhibit any symptoms, and thus temperature screening likely won't prevent all workers who can transmit the disease from entering your worksite.

Additional Resources

For additional resources, tools, information, and links, please visit our COVID-19 resource page at www.usi.com/public-health-emergencies



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