

# COVID-19 Screening

## Screen ALL who enter your workplace (every day)

- All staff before the start of each work shift
- All visitors
- Have them wash their hands or use alcohol based hand rub at entry at a customer only bathroom or hand sanitizing station
- Take temperature and document
- Keep a log of staff and visitors - include name, contact information, date and time.

Since your last day of work, or last visit here, have you had any of these symptoms?

- \_Recent fever(s) over 100
- \_Yes
- \_No

Fill in temperature reading \_\_\_\_\_.  
Fever present 100 or more?

- \_Yes
- \_No
- \_Shortness of breath
- \_Difficulty breathing
- \_New or worsening cough
- \_Sore throat
- \_Loss of taste or smell
- \_Headache
- \_Whole body aches - muscle pains
- \_Nausea with or without vomiting
- \_Diarrhea
- \_Abdominal pain
- \_Conjunctivitis - Eye infection redness, irritation, inflammation
- \_None of the above

If the answer to 3 or more of these is YES, use your work's COVID-19 emergency plan right away.

In the last 2 weeks, did or are you:

- \_Social distancing by staying 6 feet apart?
- \_Yes
- \_No
- \_Have you had close contact with someone who has COVID-19 (within 6 feet)
- \_Are you currently caring for someone who is ill?
- \_Yes - Employees who are well but have a sick family member with COVID-19 should notify their Supervisor.
- \_No
- \_Travelled outside of New Mexico
- \_Live in or visit a place where COVID-19 is widespread
- \_None of the above

Do you or someone you live with work or volunteer in a healthcare setting, or plan to in the next 2 weeks?

- \_Yes
- \_No

***Note: This information will be retained for 30 days and remains confidential. It will only be released to facilitate contact tracing if requested by an authorized government agent.***

I have been screened upon entrance:

Date \_\_\_\_\_ Time \_\_\_\_\_

Name: \_\_\_\_\_

Phone & E-mail: \_\_\_\_\_

Screener Name: \_\_\_\_\_

Screener Phone: \_\_\_\_\_

### Visitors:

- Must wear face mask while in building
- Keep a restricted area for visitors
- Hand sanitizer or designated wash area for visitors only

### Staff:

- Must wear face masks, gloves when needed regardless of presence of symptoms. No sharing of food or utensils, no congregating in break rooms, staggered breaks.