

**North Dakota Department of Health COVID-19 Screening for Employees (Non-Healthcare Workers)**

*Our goal is to keep workforce intact while protecting staff and the public we serve from contracting the virus.*

**This form should be used to screen employees each day for symptoms and exposure to COVID-19.**

**It may also be used for employees to screen themselves.**

Employee Name:		Employee Phone Number:	
Classification/Job Title:		Date/Time:	
1.	Does the employee have a fever $\geq 100.4^{\circ}$ Fahrenheit ( $38^{\circ}\text{C}$ ) or feel like he/she has fever/chills?	Yes	No
2.	Does the employee have <b>new or worsening</b> symptoms of cough, sore throat, muscle/body aches, severe headache with fever, shortness of breath, vomiting, diarrhea, or loss of taste/smell?	Yes	No
3.	Has the employee tested positive for or been diagnosed with COVID-19 and has not yet been released from isolation (10 days from symptom onset or if asymptomatic, 10 days from test date) by public health?	Yes	No
4.	Did employee have close contact* with a person who has tested positive for or been diagnosed with COVID-19? * <i>Within approximately 6 feet for 15 cumulative minutes or more or have direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</i>	Yes	No

**For an individual answering "Yes" to questions 1 and/or 2,** immediately exclude the employee from work and refer them to their healthcare provider, calling ahead. The healthcare provider should assess the individual for COVID-19 infection. If tested for COVID-19, the individual should be excluded from work until test results are available. If not tested for COVID-19, the individual should be sent home until at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in symptoms.

**For an individual answering "Yes" to questions 3,** The employee must be furloughed from the workplace for 10 days from onset of symptoms and be fever-free for 24 hours without the use of medication and have symptom improvement. If the employee does not have symptoms, then the employee must be furloughed for 10 days from the date of the test.

**For an individual answering "Yes" to question 4,** The employee should be furloughed from the workplace for 14 days from the last time he/she was exposed to a case while the case was contagious. For household contacts who are continually exposed to cases, the employee should be furloughed during the case's 10-day isolation period plus the 14-day quarantine period. Close contacts should be tested for COVID-19 7-10 days after last exposure to a case. Even if the employee tests negative, the 14-day quarantine period must be completed.

**Completed by:**

**Printed Name:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

For more information about COVID-19, please visit [www.health.nd.gov/coronavirus](http://www.health.nd.gov/coronavirus) or call 1-866-207-2880.