

Daily Health Assessments

As outlined in the Responsible RestartOhio program, conducting daily health assessments is one of the responsible protocols for getting Ohio back to work. Daily health assessments help determine if employees are “fit for duty” by temperature taking with a thermometer and monitoring for a fever, as well as checking for a cough, breathing difficulty and other Center for Disease Control (CDC) COVID-19 symptoms.

Temperature Check Stations

While Ohio Department of Health (ODH) guidelines allow for employee self-monitoring and reporting of daily temperatures at the start of each shift, you also can establish temperature check stations to test employees as they arrive for their shift. Considerations should include:

- **How will you conduct your employee temperature checks?**
 - Where will stations be set up?
 - If you have multiple entrances into your facility, will you staff all of them with a temperature station or restrict access only to specific doors?
 - If restricting to specific doors, how will you block access to other entrances?
 - Who will conduct the temperature checks and what PPE will you require them to wear?
 - Do you have the PPE inventory to support internal staffing of stations?
 - **How will you ensure checks are efficient as to not create delays?**

Efficient processes are a necessity as to not require employees to arrive too early for their shifts or wait in line so they are late to clock in. You may need to pay employees for this extra time. Staggering shifts or shift start times may help alleviate these backups.
 - **How will you record and store daily temperature information? Are you going to keep daily records?**

If you are going to maintain temperature logs, they are considered HIPPA-protected records and must be stored confidentially and separate from the employees’ personnel file.
 - **Is outsourcing temperature checking a good option for your company?**
 - If so, who will provide the PPE for temperature-checking staff?
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Employee Questioning

Employers can specifically ask their employees about their potential exposure to COVID-19, if they have had symptoms, and/or if they have tested positive. If you record responses, they must be maintained in a confidential manner. Questions cannot relate to a family member being tested positive or having symptoms.

Employees who refuse to answer these questions may be excluded from entering the workplace.



Returning to Work After COVID-19 Shutdown An Employers Guide

Updated Policies and Procedures

Before your business opens, consider policies and procedures for employees who experience symptoms, test positive, or may have had contact with a family member who has tested positive. Putting policies in place prior to opening ensures you are prepared when/if an employee arrives at work with one of these situations. **Community spread still exists in our area, and the gradual reopening of businesses may cause this spread to increase.** Update your sick leave policies to include new protocols, flexibility, and non-punitive measures to allow sick employees to stay home if necessary.

Symptomatic and COVID-Positive Employees

If you have an employee, customer or guest who tests positive, you should immediately contact your local health department and follow their guidance. Your policies for contact tracing and detailed discussions may be different if you have a positive employee versus a positive customer, guest, or visitor.

For employees who have a fever over 100.8 degrees or other symptoms, the CDC recommends that they stay home and monitor their symptoms for 14 days. ODH has further clarified employees should stay home until:

- They are free of fever (without the use of medication) for at least 72 hours, AND
- Symptoms have improved for at least 72 hours, AND
- At least 7 days have passed since symptoms first began.

All records can be maintained in the existing employee medical record or can be stored in a separate COVID-related file. These should be kept separate from regular personnel files.

It is important to have honest and open communication with your employees in regard to COVID-positive co-workers, as well as any exposure to a COVID-positive guest and/or customer, all without identifying the COVID-positive person.

If you have questions regarding daily health assessments or need other corporate health assistance, please contact Summa Health Corporate Health at 330.940.5770. We are here to help you navigate this new normal, safely and efficiently.