



COVID-19: Screening Checklist for EMA and Disaster Relief Employees

ALL individuals (employees, visitors, government officials) entering the building must be asked the following questions:

1. Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?

YES NO – please ask them to do so

2. Ask the individual if they have any of the following respiratory symptoms? Fever

Sore throat

Cough

New shortness of breath

If YES to any, restrict them from entering the building.

If NO to all, proceed to question #3 for employees and step #4 for all others.

3A. For employees, check temperature and document results

Fever present? If YES, restrict from entering the building. If NO, proceed to step 3B.

3B. For employees, ask if they have:

Worked in facilities with recognized COVID-19 cases?

If YES, ask if they worked with person with confirmed COVID-19?

YES NO

If YES, restrict them from entering the building.

If NO, proceed to step 4.

4. Allow entry to building and remind the individual to:

Wash their hands or use ABHR throughout their time in the building.

Not shake hands with, touch or hug individuals during their visit.

Visitors that are permitted for official business only. Restrict their visit to the EMA Classroom only.