

Employee COVID-19 Screening Tool for Employers

One of the new requirements for reopening Vermont’s economy is that employers must query their employees on a daily basis about their health – in particular about symptoms and circumstances that suggest COVID-19 infection or exposure. **It is important that employees understand that if they are not well, they should not report for work.** This requirement is stated in the mandatory employee training.

Using the series of questions below fulfills the employer’s requirement to screen employees for COVID-related issues.

Note: As part of the employee screening process, the state is now requiring employers to take employee temperatures at the start of each day, unless they are not able to obtain a forehead thermometer. The grace period is only permitted until a thermometer can be obtained. Employers are expected to make every effort to fulfill the temperature taking requirement.

All responses should be NO.

Questions	Yes	No
1. Do you have any of the following?		
• Fever – a measured temperature of 100.4°F. or greater	<input type="checkbox"/>	<input type="checkbox"/>
• Shortness of breath within the most recent 2 weeks	<input type="checkbox"/>	<input type="checkbox"/>
• Cough	<input type="checkbox"/>	<input type="checkbox"/>
• Chills	<input type="checkbox"/>	<input type="checkbox"/>
• Muscle pain	<input type="checkbox"/>	<input type="checkbox"/>
• Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
• Headache or runny nose (not from allergies)	<input type="checkbox"/>	<input type="checkbox"/>
• Recent loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you had close contact with anyone in the last 14 days, at home or in the community, who has been confirmed to have COVID-19	<input type="checkbox"/>	<input type="checkbox"/>
3. Within the past 10 days, have you been diagnosed or tested positive for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>

We recommend that municipalities ask these questions but not retain a record, as this would then be subject to HIPAA confidentiality and record requirements. At this time, employers are only mandated to obtain the information, not record it.

Any answer of Yes requires further discussion with the employee. If there is any doubt about whether it is safe for an employee to work, you should consult a healthcare professional.