



**Reconnect.
Reopen.
Stay Safe.**

Employee Symptom Screening Checklist

PRIOR TO/UPON BUILDING ENTRY

Each principal and/or building manager should assign staff to conduct and record health and temperature screenings for each employee prior to entering the building or immediately at the designated entry point. The assigned staff should wear a face shield, face covering and gloves, and maintain a 6-foot distance while asking questions.

Health Screening Questions

1. **Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any Health Department or Health Care Provider been in contact and advised you to quarantine?**

No contact. Employee can be at work if not experiencing any COVID-19 symptoms.

Yes, contact. Employee should not be at work. The employee can return 14 days after the last time the employee was exposed to someone with COVID-19, or as listed below.

2. **Since you were last at a GCS building, have you had any of these symptoms?**

Fever (100.4 or higher); Chills; Shortness of Breath/Difficulty Breathing; New Cough; or New Loss of Taste/Smell.

No symptoms. Employee can be at work if not experiencing symptoms.

Yes, symptoms. If yes, employee should go home, stay away from other people, and contact healthcare provider or public health.

3. Since you were last at work, have you been diagnosed with COVID-19, or been tested because you are experiencing symptoms and are awaiting results?

No diagnosis. Employee can be at work if not experiencing symptoms.

Yes, diagnosis. If an employee is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, the employee should not be at work and should stay home until he or she can meet the criteria below.

4. If you responded “No” to the first three questions and are permitted to enter the building, do you agree to adhere to all health and safety procedures while on campus (wear a face-covering unless alone in your office or classroom, maintain a social distance of six-feet from others at-all-times, continuously wash hands/use hand-sanitizer)?

Questions 1-3 must be answered No, and Question 4 must be Yes.

No diagnosis. Employee can be at work if not experiencing symptoms.

Yes, diagnosis. If employee is diagnosed with COVID-19 based on a test, symptoms, or does not get a COVID-19 test but has had symptoms, the employee should not be at work and should stay home until they meet the criteria below and have received clearance (documentation required) from their healthcare provider and/or public health.

An employee can return to work answering YES to ALL three questions, and with the appropriate clearance and documentation from a healthcare provider/public health.

1. Has it been at least 10 days since you first had symptoms?
2. Has it been at least 24 hours since you had a fever (without using fever-reducing medicine)?
3. Have your symptoms improved, including cough and shortness of breath?

When returning to work — things to consider:

If an employee has a negative COVID-19 test, the employee can return to work once there is no fever without the use of fever-reducing medicines and the employee has felt well for 24 hours.

If an employee has been diagnosed with COVID-19 but does not have symptoms, the employee should remain at home/away from work until 10 days have passed since the date of the first positive COVID-19 diagnostic test, assuming the employee has not subsequently developed symptoms since this positive test.

If an employee has been determined to have been in close contact with someone diagnosed with COVID-19, the employee should remain at home/away from work for 14 days since the last known contact, unless receiving a positive test for COVID-19. In this case, the criteria above would apply. Employees must complete the full 14 days of quarantine even if testing negative for COVID-19.

An employee can return to work, following normal school policies, if the employee receives confirmation of an alternative diagnosis from a healthcare provider that would explain the COVID-19 like symptom(s), once there is no fever without the use of fever-reducing medicines and the employee has felt well for 24 hours.

Confidentiality of Health-Related Information

Contract tracing is a private process. As part of local, state and federal laws, an employee's personal information may not be released to the public or shared with individuals who may have come in contact with the infected student. Employees are prohibited from disclosing confidential information about other employees or students.

Sources: North Carolina Department of Health and Human Services, Strong Schools toolkit, dated February 2, 2021. Note: Information in this document is subject to change as new directives and guidance are issued by various local, state and federal authorities. The most current version can be found on [GCS Reconnect, Reopen and Stay Safe](https://www.gcsnc.com) on www.gcsnc.com. Special thanks also to Dallas Independent School District and Orange County Public Schools (FL).

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