Guidance for Daily COVID-19 Screening of Staff and Visitors

The Washington State Department of Health asks that all employers use this guidance to help prevent the spread of COVID-19 by screening staff and visitors daily.

This guide is based on:

• Input from many agencies
• CDC advice
• A literature review of COVID-19 signs and symptoms

COVID-19 Screening: What to Do

Screen ALL who enter your workplace:

• All staff before the start of each work shift
• All visitors

Ask these questions to everyone:

Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition?

• Cough
• Shortness of breath or difficulty breathing
• Or at least two of these symptoms
  • Fever
  • Chills
  • Repeated shaking with chills
  • Muscle pain
  • Headache
  • Sore throat
  • New loss of taste or smell

If the answer is YES to any of these questions, use your work’s COVID-19 emergency plan right away. The person who screens may want to:

• Review the results
• Not let the staff or visitor enter
• Share where to get medical help

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.
More COVID-19 Information and Resources
Stay up-to-date on the current COVID-19 situation in Washington, Governor Inslee’s proclamations, symptoms, how it spreads, and how and when people should get tested. See our Frequently Asked Questions for more information.
The risk of COVID-19 is not connected to race, ethnicity or nationality. Stigma will not help to fight the illness. Share accurate information with others to keep rumors and misinformation from spreading.

- WA State Department of Health 2019 Novel Coronavirus Outbreak (COVID-19)
- WA State Coronavirus Response (COVID-19)
- Find Your Local Health Department or District
- CDC Coronavirus (COVID-19)
- Stigma Reduction Resources

Have more questions about COVID-19? Call our hotline: 1-800-525-0127. For interpretative services, press # when they answer and say your language. (Open from 6 a.m. to 10 p.m.) For questions about your own health, COVID-19 testing, or testing results, please contact your health care provider.