Recommended Guidance for Daily COVID-19 Screening of Employees and Visitors

The Washington State Department of Health recommends that all employers put COVID-19 screening protocols in place.

You can help prevent the spread of COVID-19 in your facility by screening employees and visitors on a daily basis.

The screening protocol outlined below is based on the following:
• A review of screening protocols from multiple agencies
• Recommendations by the CDC
• A literature review of the most common signs and symptoms of COVID-19

COVID-19 screening protocol: What to do

Screen everyone who enters your facility, including:
• All employees before the start of each work shift
• All visitors

Ask the following questions when you screen employees and visitors:
“YES or NO, since your last day of work, or since your last visit to this facility, have you had any of the following:”

• A new fever (100.4°F or higher), or a sense of having a fever?*
• A new cough that you cannot attribute to another health condition?*
• New shortness of breath that you cannot attribute to another health condition?*
• A new sore throat that you cannot attribute to another health condition?*
• New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?*

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.
*If an employee or visitor answers YES to any of the screening questions, immediately activate your agency’s emergency protocol for COVID-19. The designated screener should consider:

- A review of the screening results
- Recommendations for possible exclusion of the employee or visitor from the facility
- Recommendations for medical follow-up

**Additional COVID-19 Resources**

- [DOH Coronavirus (COVID-19) webpage](#) – updated information and resources daily
- Local Health Jurisdictions
- Workplace and Employers
- Persons Who are at Higher Risk for Serious Illness
- Communities and Community Organizations
- Stigma Reduction
- How Can I Be Prepared for a COVID-19 Outbreak?