



To reduce the impact of COVID-19 on businesses, workers, customers, and the public, it is important for all employees to be screened for COVID-19 symptoms *before* they expose other workers. Through wellness screening, all ill employees, regardless of the source of the illness, are excluded from the work environment until a contagious disease can be ruled out.

People with COVID-19 have reported a wide range of symptoms varying from no symptoms to mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Screen all employees reporting to work for COVID-19 symptoms with the following questions:

- **Have you experienced any of the following in the last 24-48 hours?**
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea
 - Congestion or runny nose
- **Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?**
 - Being within 6 feet of a sick person (or a person who tests positive for COVID-19) for 15 minutes or longer
 - Being in direct contact with germs from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.)
 - Living in the same household as a sick person with COVID-19
 - Caring for a sick person with COVID-19

Close contact is defined as being within 6 feet for at least 15 minutes. However, this depends on the exposure level and setting. The final decision on what constitutes close contact is made at the discretion of public health.

Any employee who has any of the COVID-19 symptoms or who is running a fever should be asked to leave the premises immediately and seek medical care and/or COVID-19 testing, per [Tennessee Department of Health](#) and [CDC guidelines](#). Symptoms should not be presumed to be seasonal allergies or sinusitis until COVID-19 has been excluded.

Employers should maintain the confidentiality of employee health information.