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| *Completed By:* |  | | |
| *Date Completed:* |  | *Supervisor:* |  |

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| **Item** | | | **Response** | | | | | | **Action** | | |
| *No.* | *Description* | | *Yes* | | *No* | | *N/A* | | *Corrective Action* | | *Remarks* |
| 1. | Are all employees who are able to work from home working from home? | |  | |  | |  | |  | |  |
| 2. | Has the company considered health screening and/or temperature checks as employees, customers and guests physically return to your workplace? | |  | |  | |  | |  | |  |
| 3. | Have employees been asked to check their own temperature daily before coming to the workplace? | |  | |  | |  | |  | |  |
| 4. | Has an evaluation of reasonably anticipated safety and health hazards, and risks to individuals preforming temp checks and health screenings in the workplace, been completed? | |  | |  | |  | |  | |  |
| 5. | Based on the anticipated exposure (above), has a determination been made regarding what mitigation efforts will be taken to protect the employee, and eliminate and/or minimize the hazard? | |  | |  | |  | |  | |  |
| 6. | Have physical distancing (maintaining a distance of 6 feet from others), or physical barriers been implemented to eliminate or minimize the screener’s exposures due to close contact with persons being screened? | |  | |  | |  | |  | |  |
| 7. | Have procedures and appropriate health and safety controls been developed and implemented for the performance of temp screening and health evaluations in the workplace. | |  | |  | |  | |  | |  |
| 8. | As appropriate, have personal protective equipment (PPE – mask, face shield, gloves, gown) and training, hand washing facilities and/or hand sanitizer been provided? | |  | |  | |  | |  | |  |
| **Item** | | **Response** | | | | | | **Action** | | | |
| *No.* | *Description* | *Yes* | | *No* | | *N/A* | | *Corrective Action* | | *Remarks* | |
| 9. | Have disposable or non-contact thermometers been provided, or instant-read contact thermometers and appropriate cleaning and disinfecting supplies been provided? |  | |  | |  | |  | |  | |
| 10. | Are designated no-touch trash receptacles provide for disposal of any potentially infected materials and disposed PPE? |  | |  | |  | |  | |  | |
| 11. | Have appropriate verbal screening questions been developed to identify those with COVID-19 symptoms and/or contact with known cases? |  | |  | |  | |  | |  | |
| 12. | Has a [door sign](https://www.fisherphillips.com/assets/htmldocuments/COVID-19%20Sign%20to%20Post%20on%20Front%20Door%20of%20Business%2004.17.20.pdf) been posted at facility entrances to assist employees, customers and guests in self-assessment and determination of eligibility for entrance? |  | |  | |  | |  | |  | |
| 13. | Will your program screen for fevers of more than 100.4 degrees as recommended by the [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) or as appropriate for any other [state or local requirements](https://www.fisherphillips.com/state-by-state-covid-19-issues-to)? |  | |  | |  | |  | |  | |
| 14. | Will temperature checks include guests, clients, vendors, and contractors to ensure a safe work environment? |  | |  | |  | |  | |  | |
| 15. | Are employees verbally informed, in a private setting, immediately when their temperature is above 100.4 degrees? |  | |  | |  | |  | |  | |
| 16. | To the extent testing results suggest or confirm a positive diagnosis for COVID-19 and lead to a decision to send an employee home, are you maintaining a record of the testing results and treating the record as an employment medical record? |  | |  | |  | |  | |  | |
| 17. | If you maintain temperature or testing information for employees, is access to this information strictly limited to employees who have a need to know the information for personnel management purposes? |  | |  | |  | |  | |  | |
| 18. | Are appropriate security measures taken to avoid inadvertent or malicious access to the test and screening information by third parties, or other employees? |  | |  | |  | |  | |  | |
| **Item** | | **Response** | | | | | | **Action** | | | |
| *No.* | *Description* | *Yes* | | *No* | | *N/A* | | *Corrective Action* | | *Remarks* | |
| 19. | Is all other information retained only as long as necessary to manage risk during the COVID-19 crisis and will it all be permanently deleted once it is no longer needed? |  | |  | |  | |  | |  | |
| 20. | CALIFORNIA ONLY: Has a California Consumer Privacy Act (CCPA) compliant notice been provided to employees prior to or at the same time as your collection of temperature and health screen information. |  | |  | |  | |  | |  | |

Note: Unless required by a local or state order, taking temperatures is not required in most workplaces. Doing so will require extensive planning, training, and could even be quite expensive. In addition, many individuals infected with COVID-19 won't exhibit any symptoms, and thus temperature screening likely won’t prevent all workers who can transmit the disease from entering your worksite.

**Additional Resources**

For additional resources, tools, information, and links, please visit our COVID-19 resource page at[www.usi.com/public-health-emergencies](http://www.usi.com/public-health-emergencies)



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