



DAILY EMPLOYEE SCREENING STEPS

Auto-Wares
GROUP OF COMPANIES

1. All employees to check in at screening station (**this is mandatory**).
2. When employee enters building, spray hands with sanitizer (remove liquid) or direct employee to wash their hands for at least 20 seconds.
3. Take employee temperature – carefully point at forehead and view temp. If over 38 degrees celsius (37-37.6 is normal temp range), send the person home. Do not allow person to begin work. Notify HR. Write temperature on the screening checklist.
4. Ask screening questions from Staff Screening Checklist, if any answers to questions are YES, send the person home. Do not allow person to enter building. Notify HR. Have person sign and date the back of the screening checklist, keep in a file.
5. Communicate where additional supplies are located and encourage employees to use (masks, gloves, etc).

**We want to take every precaution possible
to keep our people safe and healthy!**



STAFF SCREENING CHECKLIST

Auto-Wares
GROUP OF COMPANIES

This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

WHAT TO DO

Review and implement an active screening plan including:

- Location and staffing of the screening table
- Signage to support the active screening process
- Rules to allow or prohibit entry
- Script for screening
- Alcohol-based hand sanitizer at the screening table
- Handout explaining the changes
- Develop sick policies, like work from home options

SCREENING QUESTIONS

Greet everyone entering the building with a friendly, calm, and reassuring manner.

“Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. We are screening all employees for potential risks of COVID-19 to ensure the health and safety of everyone.”

1. Do you have any of the following symptoms: fever/feverish, chills, dry cough, difficulty breathing, or digestive symptoms such as diarrhea, vomiting, and abdominal pain?

Yes No

2. Have you traveled within the last 14 days?

Yes No

3. Have you had close contact with a confirmed/probable COVID-19 case?

Yes No

4. Are you following the Auto-Wares COVID-19 Safety Protocols and Policies?

Yes No

HOW TO RESPOND

If the individual answers **NO** to all questions, they have passed the screening and can begin working.

If the individual answers **YES** to any screening questions, or refuses to answer, they failed the screening. Keep the employee away from others and contact a supervisor for assistance.

MESSAGES YOU CAN USE TO PREVENT SPREAD OF VIRUSES AND STAY HEALTHY

Practice these healthy habits to prevent the spread of viruses:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands.
- Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- Avoid touching common surfaces in public places – elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.
- Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

