

City of Urbandale COVID-19 Employee Health Screening Form for Non-First Responders

DIRECT EXPOSURE

Have you had “**close contact**” in the past 14 days? The CDC defines “**close contact**” as being within 6 feet of a person who has a KNOWN positive COVID-19 diagnosis for a cumulative total of 15 minutes or more in a 24 hour period starting from 2 days before illness onset or, for asymptomatic persons, 2 days prior to positive test date.

NO (Did not meet the definition of direct exposure above.)

Next Steps

- Return to work as scheduled.
- Self-monitor for symptoms.

YES (Met the definition of direct exposure above.)

Next Steps

- Do not return to the workplace.
- Contact your Director to determine if telework is an option. If it is not, complete Side B of the FFCRA Emergency Paid Sick Leave Request Form and return to HR.
- Consider taking a COVID-19 test.
- Self-monitor for symptoms.
- Quarantine typically ends:
 - 14 days after your last close contact with the COVID-19 positive individual, *or*
 - If living with the person but avoiding further close contact, then 14 days from when the COVID-19 positive individual’s home isolation began, *or*
 - If living with the person but unable to avoid further close contact, then 14 days from when the COVID-19 positive individual ends home isolation.

COVID-19 TEST

What should you do while awaiting results of a COVID-19 test?

- Self-quarantine.
- Contact your Director to determine if telework is an option. If it is not, complete Side B of the FFCRA Emergency Paid Sick Leave Request Form and return to HR.

Have you received a positive COVID-19 test in the past 10 days?

NO (Test was negative and no symptoms are present.)

Next Steps

- Return to work as scheduled.
- Self-monitor for symptoms.

YES (Test was positive.)

Next Steps

- Do not return to the workplace.
- Contact your Director to determine if telework is an option. If it is not, complete Side B of the FFCRA Emergency Paid Sick Leave Request Form and return to HR.
- Send documentation of the positive result to HR.
- If symptomatic, home isolation typically ends:
 - 10 days from when symptoms first appeared, *and*
 - At least 24 hours with no fever or without the use of fever reducing medication, *and*
 - Other symptoms are improving (this excludes the sense of taste and smell).
- If asymptomatic, home isolation typically ends:
 - 10 days after the date of the positive test (date of test not date of results).

SYMPTOMATIC

Are you experiencing COVID-19 related symptoms?

- ✓ New or worsened cough (frequent and persistent) in the past 10 days
- ✓ New or worsened shortness of breath or difficulty breathing in the past 10 days
- ✓ Fever ≥ 100.4
- ✓ New loss of taste or smell
- ✓ At least two of the below less common symptoms:
 - Chills
 - Headache
 - Diarrhea
 - Sore throat
 - Excessive fatigue
 - Nausea or vomiting
 - Muscle or body aches
 - Congestion or runny nose

NO (You do not have any symptoms from the check marks listed above.)

Next Steps

- Return to work as scheduled.
- Self-monitor for symptoms.

YES (You have one or more symptoms from the check marks listed above.)

Next Steps

- Do not return to the workplace.
- Consider taking a COVID-19 test.
- Complete Side B of the FFCRA Emergency Paid Sick Leave Request Form and return to HR.
- Home isolation typically ends:
 - 10 days from when symptoms first appeared, *and*
 - At least 24 hours with no fever or without the use of fever reducing medication, *and*
 - Other symptoms are improving (this excludes the sense of taste and smell).