

SAMPLE ACTIVE STAFF MONITORING SYSTEM

Each business should have an “active monitoring” system, in which each staff member is asked about their symptoms, exposures and travel history prior to starting each shift. When possible, it is good practice to check staff member temperatures prior to the start of a shift. If you determine that a staff member should be in isolation or quarantine, you should strongly recommend that they call ahead and get tested for COVID-19.

Any staff member who has any of the following symptoms should be excluded from work:

- Fever
- Feeling feverish
- Chills
- Muscle aches
- Cough
- Sore throat
- Tightness in chest
- Shortness of breath
- Difficulty breathing
- Loss of sense of taste or smell
- Nausea
- Abdominal pain

Additionally, any staff member who reports they have a household member who is positive for COVID-19 or has symptoms of COVID-19 and has not been tested should be excluded from work.

Finally, any staff members who have recently traveled from an area where there is wide community spread or an outbreak/cluster of COVID-19 should not be allowed to return to work until 14 days after that most recent travel.

How to Implement

There are a variety of ways you can implement an active monitoring program, including:

- Have minimal entrances that staff are required to use. Before they enter the building, station designated staff members at those entrances to ask the screening questions (and, if possible, to take temperatures).
- Require all staff members complete an electronic version of the questionnaire on a platform such as Google forms and allocate management to look through the answers and identify any staff members who should be excluded from work.

Recommended Questions

We recommend that you include the following questions in your active screening process:

- Do you currently have any of the following symptoms? [LIST SYMPTOMS FROM ABOVE]
- Sometimes, people feel “off” before they develop symptoms. Do you feel “different” today than you did yesterday? Do you have any symptoms that are not normal for you this time of year?
- Is there anyone else in your household that has any symptoms?
- In the past 14 days, have you been in contact with someone who was diagnosed with COVID-19?
- In the past 14 days, have you traveled any place outside of Sauk County?

Quarantine and Isolation Decision Tree

To standardize the determination if an employee should be allowed to return to work, and to help businesses make more informed decisions about their staff, we have included a Quarantine and Isolation Decision Tree. We are providing a copy of this decision tree to assist businesses in making the best decisions for the health and safety of their employees, customers, and community at large.