Develop an employee illness policy. Help employees by asking pre-screening questions prior to their arrival onsite. **Screen for any symptoms of COVID-19:**

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees that become symptomatic while at work should be isolated or sent home immediately and should consult with a healthcare professional to determine if they should be tested. **Make a plan for what you will do if an employee gets COVID-19.** Will many other employees be asked to home isolate due to prolonged close contact with that employee? Can you stagger shifts or keep employees working with only the same co-workers to minimize contacts?
MAKE SURE YOUR POLICY INCLUDES RETURN TO WORK GUIDELINES THAT ARE CONSISTENT WITH THE LATEST CDC GUIDELINES.

At this time, CDC recommends that persons exhibiting symptoms may discontinue isolation and return to work if:

- They have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
- other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
- at least 10 days have passed since your symptoms first appeared.