

# CHECKLIST FOR WELLNESS SCREENINGS

HOW TO KEEP YOUR CUSTOMERS  
& EMPLOYEES SAFE IN PHASE 3

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State



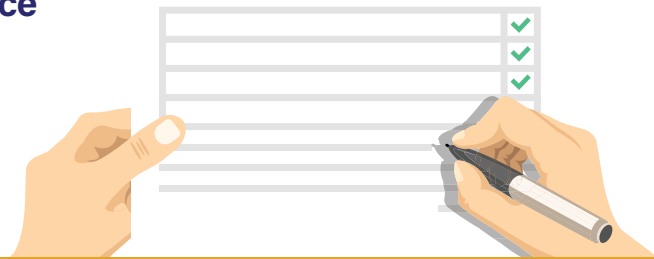
Illinois  
Department of Commerce  
& Economic Opportunity  
JB Pritzker, Governor

### PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

### Best practices for conducting workplace wellness screenings for employees.

Consider the following best practices when conducting any screening of employees as required per workplace guidelines.



## WELLNESS SCREENING BEST PRACTICES

- Conduct in-person health screenings safely and respectfully
- Use social distancing, impermeable barriers, or PPE to protect the screener
- Organize and complete health screenings in a way that helps maintain social distancing guidelines (e.g., multiple screening on-site locations, at different entries of buildings)
- If conducting temperature screenings, considering using an infrared/thermal camera or a touchless thermometer
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks
- Ensure screenings are conducted as private as possible to prevent stigma and discrimination in the workplace
  - Avoid making determinations of risk based on non-health-related factors (e.g., race, country of origin)
  - Be sure to maintain confidentiality of each employee's medical status and history

## WELLNESS SCREENING QUESTIONS

Employers may ask employees to respond "Yes" or "No" to each question below OR show a list of symptoms to employees and ask them to answer whether or not they are experiencing any of them.

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?

- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors<sup>1</sup>?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact<sup>2</sup> with anyone who has tested positive for COVID-19?

<sup>1</sup> Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

<sup>2</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer (10 minutes or longer for ambulatory care services) unless wearing N95 mask during period of contact.

## POST-SCREENING PRACTICES

- If an employee indicates having or experiencing any of symptoms above, immediately separate employee from other employees, customers, visitors, and guests and send employee home (as per CDC guidelines)
- Encourage sick employees or employees with any symptoms to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations and follow CDC-recommended steps
- Have a procedure in place for the safe transport of sick employees if an employee were to become sick or experience any symptoms while at work

**If you have questions or need additional support:  
Please call our hotline at 1-800-252-2923 or e-mail us at [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)**