

Symptom Check

Questions

- Have you had a fever (temperature over 100 deg F) or have you used a fever-reducer in the past 24 hours to treat a fever of above 100 deg F?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?

If an employee answers “yes” or in the affirmative to any of the questions above, or if signs or symptoms of illness are observed by the person conducting the screening, the employee must be sent home. (see Coding and Follow-Up below)

No records should be maintained of answers to the questions above.

Temperature Check

As part of a screening protocol, departments will also implement a voluntary temperature check.

The symptom check should be performed first and if an employee answers yes to any questions, a temperature check should not be performed.

The voluntary temperature check should be conducted in conjunction with the Symptom Check described above and in the same manner – ensuring both privacy for employees and that social distancing measures are being observed.

Any employee who registers a temperature over 100 degrees Fahrenheit should be informed that they have a fever and the employee should be sent home. (see Coding and Follow-Up below)

The temperature scanning of any employee is strictly voluntary, with the exception of asymptomatic exposed critical infrastructure workers, and **no employee should be sent home for refusing to be scanned.**

Additionally, no records shall be maintained of any temperatures that are scanned.

Coding and Follow-Up

Any employee who is sent home as a result of the above protocol shall be provided with the Self Certification of COVID-19-like Symptoms Form and if they can truthfully complete it, **the employee shall be provided leave pursuant to the City of Chicago Sick Leave Policy Addendum and shall not be required to use their own benefit time.**

The employee shall be provided with time to consult with a health care provider before submitting a signed self-certification form.

The Department’s HR Liaison shall follow-up with the employee and ensure that **the employee should stay home and away from others for at least seven days since their symptoms first appeared and at least three days (72 hours) with no fever (without the use of fever-reducing medications) and improving symptoms, whichever is longer.**