



# DAILY EMPLOYEE SCREENING STEPS

**Auto-Wares**  
GROUP OF COMPANIES

1. All employees to check in at screening station (**this is mandatory**).
2. When employee enters building, spray hands with sanitizer or direct employee to wash their hands for at least 20 seconds.
3. Take employee temperature – carefully point at forehead and view temp. If over 38 degrees celsius (37-37.6 is normal temp range), send the person home. Do not allow person to begin work. Notify HR. Write temperature on the screening checklist.
4. Ask screening questions from Staff Screening Checklist, if any answers to questions 1-2 are **YES**, or #3 is **NO**, send the person home. Do not allow person to enter building. Notify HR. Have person sign and date the back of the screening checklist, keep in a file.
5. Communicate where additional supplies are located and encourage employees to use (masks, gloves, etc).

**We want to take every precaution possible  
to keep our people safe and healthy!**



# STAFF SCREENING CHECKLIST

**Auto-Wares**  
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This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

## WHAT TO DO

☐ Review and implement an active screening plan including:

- Location and staffing of the screening table
- Signage to support the active screening process
- Rules to allow or prohibit entry
- Script for screening
- Alcohol-based hand sanitizer at the screening table
- Handout explaining the changes
- Develop sick policies, like work from home options

## SCREENING QUESTIONS

☐ Greet everyone entering the building with a friendly, calm, and reassuring manner.

"Good morning/afternoon! As you know, COVID-19 continues to evolve quickly. We are screening all employees for potential risks of COVID-19 to ensure the health and safety of everyone."

1. Do you have any of the following symptoms:  
fever/feverish, chills, dry cough, difficulty breathing,  
or digestive symptoms such as diarrhea, vomiting,  
and abdominal pain?

☐ Yes ☐ No

2. Have you had close contact with a confirmed/probable  
COVID-19 case?

☐ Yes ☐ No

3. Are you following the Auto-Wares COVID-19  
Safety Protocols and Policies?

☐ Yes ☐ No

4. Are you fully vaccinated against COVID-19?

**Fully vaccinated individual** means an individual has received both doses of a two- dose COVID-19 vaccine or one dose of a single-dose vaccine and at least 14 days have passed since the individual's final dose of COVID-19 vaccine.

☐ Yes ☐ No

## HOW TO RESPOND

☐ If the individual answers **NO** to questions 1-2, and **YES** to question 3, they have passed the screening and can begin working.

☐ If the individual answers **YES** to screening questions 1-2, and/or **NO** to question 3, or refuses to answer, they failed the screening. Keep the employee away from others and contact a supervisor for assistance.

☐ Hand the employee the respective letter based on answering yes or no to question 4.

## MESSAGES YOU CAN USE TO PREVENT SPREAD OF VIRUSES AND STAY HEALTHY

☐ Practice these healthy habits to prevent the spread of viruses:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands.
- Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- Avoid touching common surfaces in public places – elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover your hand or finger.
- Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.



# SCREENING CHECK IN FOR EMPLOYEES

# Auto-Wares

GROUP OF COMPANIES

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**INITIALS REQUIRED DAILY. SCAN AND EMAIL FORMS TO [HR@AUTOWARES.COM](mailto:HR@AUTOWARES.COM)**