



COVID-19 Self-Assessment Screening Guidance for Personnel

UPDATED ON MAY 7, 2021

PURPOSE OF THIS DOCUMENT

This document provides COVID-19 symptoms and exposure self-assessment screening guidance for personnel (e.g., employees, contractors, volunteers, etc.) to help slow the spread of COVID-19. COVID-19 self-assessment screening procedures should be implemented by all personnel prior to the start of each shift.

In accordance with [Cal/OSHA COVID-19 Emergency Temporary Standards](#), any **unvaccinated personnel—whether symptomatic or asymptomatic—who are recently exposed to COVID-19 should not be permitted to enter the workplace**. Any fully vaccinated personnel recently exposed to COVID-19, who remain asymptomatic, are no longer required to be excluded from work following an exposure. For more information about workplace exclusion criteria, see [COVID-19 Emergency Temporary Standards FAQs](#).

Returning to Work after Isolation or Quarantine

The Alameda County Public Health Department (ACPHD) follows Centers for Disease Control and Prevention (CDC) symptom-based and time-based strategies to determine when a person with COVID-19 may be [released from home isolation](#); the ACPHD **neither requires nor encourages the requirement** of a negative test result—or any other additional clearance measures—for personnel to return to work. For more information, refer to the [Alameda County Open Letter to Employers Regarding Clearance Testing](#) and [CDC Isolation Guidance](#).

EMPLOYER RESPONSIBILITY

Any business permitted to reopen in Alameda County is required to create a [Worksite-Specific Protection Plan](#) that details steps that will be taken to prevent and control COVID-19 transmission in the workplace. As a part of the plan, employers must provide COVID-19 prevention training to all personnel (e.g., employees, contractors, volunteers, etc.), which includes how to self-assess (i.e., screen oneself) for COVID-19 symptoms and/or possible COVID-19 exposure.

PERSONNEL RESPONSIBILITY

In accordance with California State Industry Guidance, it is the responsibility of personnel (e.g., employees, contractors, volunteers, etc.) to complete and submit their COVID-19 symptoms and exposure self-assessment questionnaire **before the start of each shift**. Personnel should consult their employer/manager for details on how to submit the COVID-19 symptoms and exposure self-assessment questionnaire (e.g., in person or via phone, email, or another electronic platform).



If the answer is “YES” to one or more of the self-assessment screening questions, personnel must immediately notify their employer/manager and **not report to work** until after testing negative or meeting the criteria for [leaving home isolation](#). For information about COVID-19 testing, see [Alameda County Testing for COVID-19](#).

COVID-19 SYMPTOMS AND EXPOSURE SCREENING QUESTIONS

Within the last 10 days, have you been diagnosed with (i.e., tested positive for) COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within the last 14 days, have you come into close contact* with anyone who tested positive for and/or is in isolation for COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Within the past 24 hours, have you experienced any of the following symptoms that cannot be explained by a reason other than potentially having COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Fever, Chills, or Repeated Shaking/Shivering	<input type="checkbox"/> Muscle Pain
<input type="checkbox"/> Cough	<input type="checkbox"/> Headache
<input type="checkbox"/> Sore Throat	<input type="checkbox"/> Runny Nose
<input type="checkbox"/> Shortness of Breath, Difficulty Breathing	<input type="checkbox"/> Congested Nose
<input type="checkbox"/> Feeling Unusually Weak or Fatigued	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Loss of Taste or Smell	<input type="checkbox"/> Nausea and/or Vomiting

*Close contact is defined as someone who was within 6-feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

RESOURCES FOR PERSONNEL

Everyone has the right to a safe and healthy workplace. For personnel-specific workplace guidance and resources—including answers to commonly asked questions—see [Alameda County Worker Resources](#).

For information on how to report a COVID-19 workplace hazard or safety concern, see [Filing COVID-19 Complaints Against Employers](#).