

EMPLOYEE COVID-19 SELF-SCREENING TOOL

This document is based on the Centers for Disease Control and Prevention (CDC) guidelines and is intended to be used daily. Please use this screening tool every day before leaving for work at a Pittsburgh Public Schools (PPS) school or facility. Coming to a PPS school or facility sick or with symptoms puts the entire PPS community at an unnecessary risk for spreading COVID-19, regardless of your vaccination status. By working together, we can maintain a healthy environment for all employees and students.

Section 1: Checking Your Symptoms

Do you have a temperature at or above 100.4°? Yes No

Do you have chills? Yes No

Do you have a sore throat? Yes No

Do you have nausea, vomiting or diarrhea? Yes No

Do you have muscle pain? Yes No

Do you have excessive fatigue? Yes No

Do you have new onset of nasal congestion or runny nose? Yes No

Have you experienced a new or worsening cough that you cannot attribute to another health condition? Yes No

Have you experienced new shortness of breath or difficulty breathing that you cannot attribute to another health condition? Yes No

Have you experienced a new loss of taste or smell that you cannot attribute to another health condition? Yes No

Employees should only come to a school or District facility if they have answered “NO” to every question above. Employees who answer “YES” to any of the questions above, or who otherwise feel sick or suspect that they may have been exposed to COVID-19 should stay home and contact their supervisor immediately to determine next steps. This document is for your use only. It is a self-screener and does not need to be submitted or shared with anyone.

Section 2: Exposure Risk

Close contact is defined as being within 6 feet for 15 consecutive minutes or longer.

Within the last 10 days, have you had close contact with an individual who has recently tested positive for COVID-19? Yes No

Close contacts must wear a well-fitting mask for a full 10 days with day 0 being the last day of exposure. The exposed individual should test with a rapid antigen test or PCR test on day 6.

Section 3: Reporting COVID-19 Symptoms, Exposures and Testing

Employees who answer "YES" to any of the questions on the self-screening questionnaire above should notify their supervisor immediately to determine next steps. Employees should notify their supervisor if they:

- Are symptomatic;
- Are considered a close contact as defined in Section 2; or
- Test positive for COVID-19.

Supervisors are responsible for reporting employee symptoms, exposures, and positive test results on the online COVID-19 reporting form. The District COVID Crisis Response Team reviews and evaluates each report, and recommends the need for action in partnership with Human Resources.

In all cases of exposure to a positive COVID-19 case, it is recommended that employees consult with a medical provider to determine if testing is needed and/or if you should follow additional precautions.
