

Screening Questionnaire for Employees where a Colleague tested positive for COVID-19

We are committed to preventing and managing all health and safety risks at our workplace and in the context of the COVID-19 disease we have a strict return to work policy and protocol. This is in line with various statutory regulations under the Disaster Management Act and its accompanying regulations. An employee may only return to work once this questionnaire has been completed and entry has been approved.

Answer and/ or respond to each of these questions accurately and truthfully.		Yes	NO
1)	Have you in the past 7 days or are you currently experiencing any of the following symptoms:		
	• Fever (37,5 degrees or higher);		
	• Coughing;		
	• Difficulty breathing or shortness of breath;		
	• Sore throat or Chills;		
	• Body aches, including headaches;		
	• Nausea, diarrhoea, or vomiting;		
	• Loss of taste of smell and		
	• Other similar symptoms.		
The following questions also must be answered by either a Yes or a No response:			
2)	Have you in the past 10 days been within one metre of a confirmed case of Covid-19 for more than 15 minutes without personal protective equipment (PPE) where you could have come into direct contact with droplets from the Covid-19 patient's nose or mouth?		
3)	Have you in the past 10 days been more than one metre away from a confirmed case of Covid-19 for less than 15 minutes?		
4)	Have you been within one metre of a confirmed case of Covid-19 for less than 15 minutes, but you were wearing PPE to cover your mouth, nose and/or eyes?		
5)	Have you tested positive for COVID-19 in the past 10 days?		
6)	In the past 10 days have you travelled outside the municipal or provincial borders or have you been on a flight outside of South Africa or travelled outside of South Africa?		
7)	Is there any reason that you feel makes you a high-risk individual for contracting COVID-19 and if yes, discuss with the business representative the way forward to ensure your health and safety?		
Name			
Surname			
ID Number			

I, _____ warrant that the above information is true and accurate to the best of my knowledge.

Signed: _____

Date: _____

Access to workplace	Approved – No or Low Risk		Denied – High Risk:	
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Management

Guidelines to Determine whether an Employee is No, Low or High Risk AND whether he/she should return to Work?

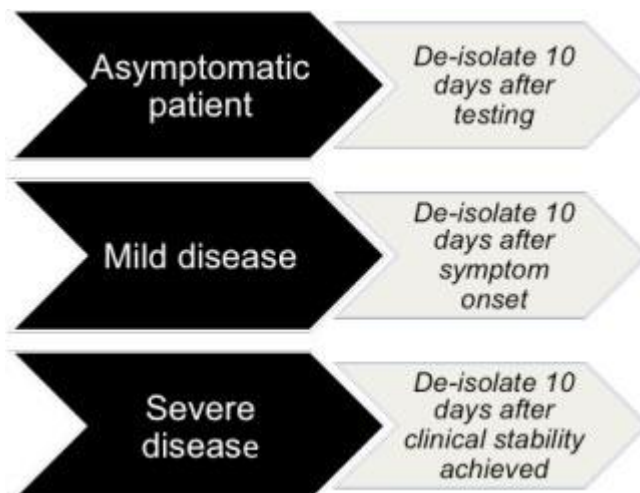
Where an employee presents any Covid-19 related symptoms (or additional symptoms as captured in the symptom monitoring sheet hyperlinked below), he or she must be provided with a surgical mask and either be referred to the designated staff at the workplace or appropriate medical facility, so that further assessment and/or testing can be done.

The employee's workstation, and the area around it, must also be disinfected.

Employers should implement the guidance outlined in scenario 1 – 4 below, depending on the outcome of an employee's Covid-19 screening and/or test:

1. Employee tests positive for Covid-19

- The employee must be placed on sick leave and must self-isolate at home or if the employee cannot self-isolate at home, the employee must isolate at a state appointed venue/facility.
- The employer must notify the National Institution for Communicable Diseases (NICD) and the Department of Employment and Labour.
- Employees can only return 10 days after the onset of symptoms, 10 days after undergoing the COVID-19 test and if they are asymptomatic after positive test results or 10 days after clinical stability, in severe cases.



2. Employee has current flu-like symptoms

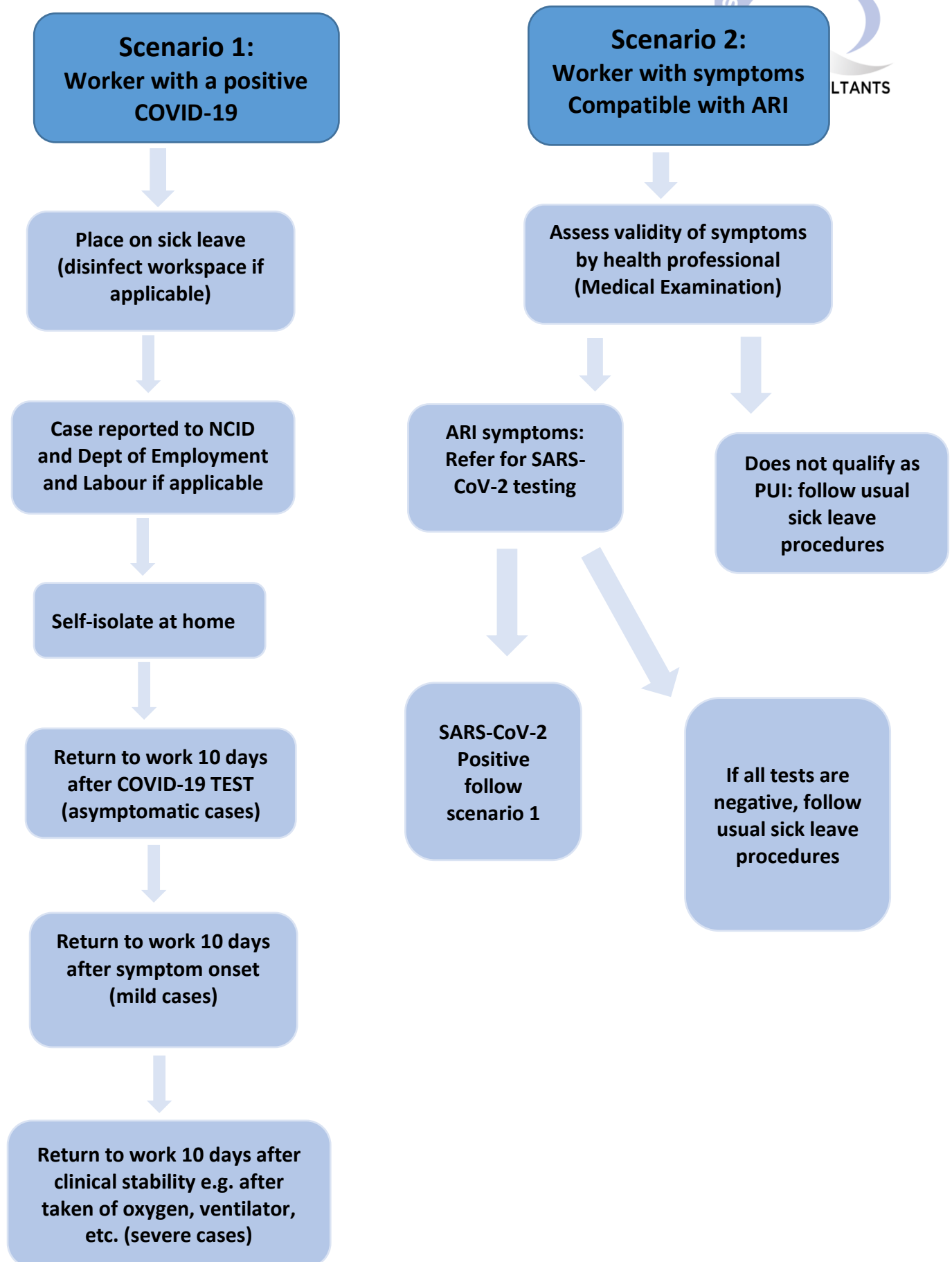
- The employee should be assessed by a health professional.
- If the employee presents symptoms of an acute respiratory infection, they should be tested for Covid-19. If the test comes back negative, normal sick leave procedures must be followed.
- If the test comes back positive, the scenario set-out above must be followed.

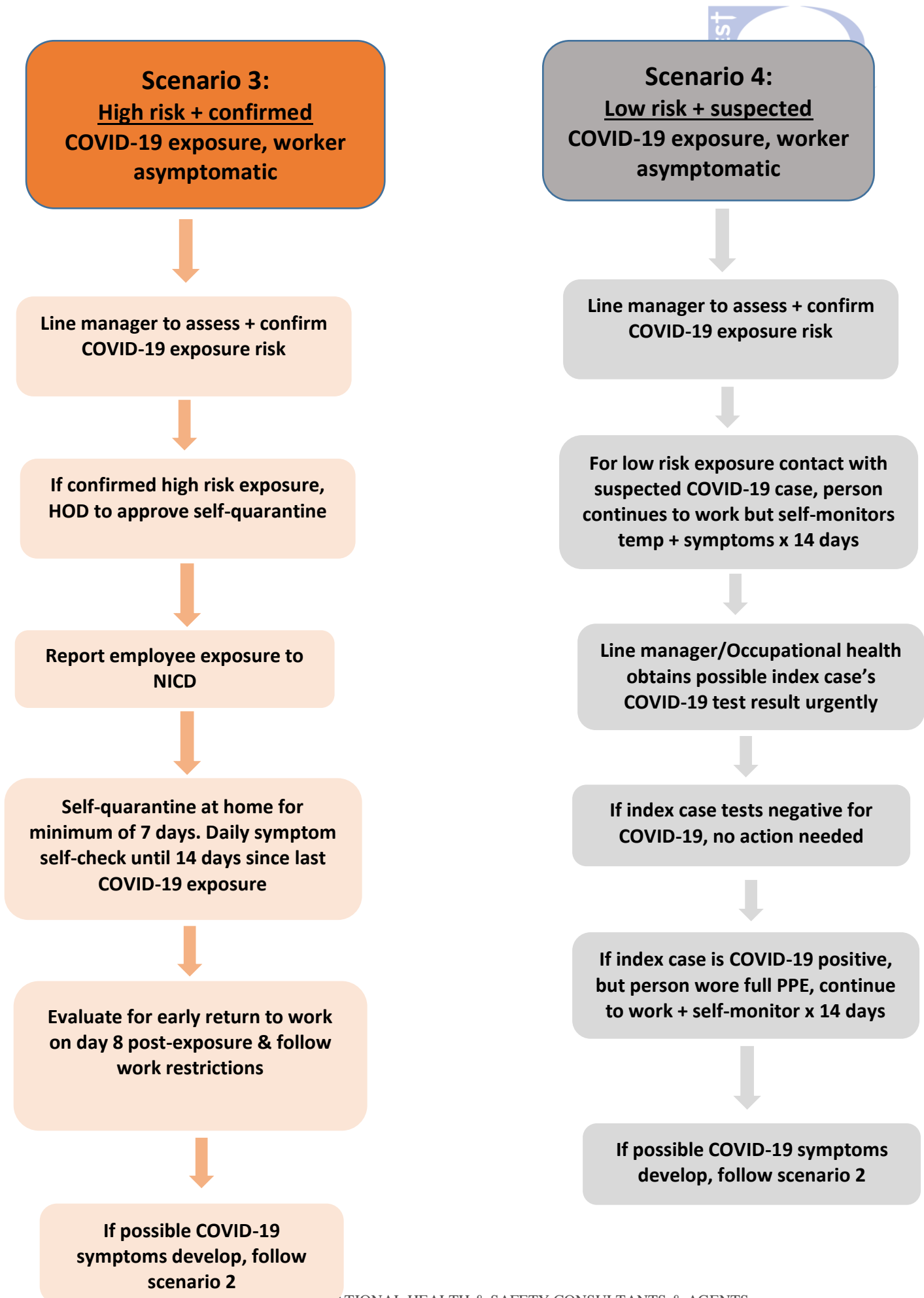
3. Employees who have a high-risk of exposure to a confirmed case of Covid-19 in the workplace

- High-risk means that the employee was within one metre of a confirmed case of Covid-19 for more than 15 minutes without personal protective equipment (PPE) and came into direct contact with droplets from the Covid-19 patient's nose or mouth. The line manager must first assess and confirm the exposure to the virus.
- If the exposure is confirmed, the NICD must be notified. The head of department must approve that the employee self-isolate for at least seven days.
- The employee should also perform daily self-checks for symptoms and complete the symptom monitoring sheet for 14 days after the exposure. If the employee is asymptomatic for seven days after the exposure, the employer may consider that they return to work on day eight.
- Should Covid-19 symptoms develop, employers must follow scenario 2.

4. Employees who have a low-risk of exposure to a confirmed case of Covid-19 in the workplace

- Low-risk means that the employee was more than one metre away from a confirmed case of Covid-19 for less than 15 minutes or within one metre of a confirmed case of Covid-19 but they were wearing PPE to cover their mouth, nose and/or eyes.
- The line manager must still assess and confirm the exposure' however, the employee may continue to work while self-monitoring for 14 days. Self-monitoring must include temperature checks twice daily and a daily symptom check. Should Covid-19 symptoms develop, employers must follow scenario 2.
- All employees returning to work after isolation must follow general work restrictions, including:
 - Wearing surgical masks for 21 days from the initial test (Only Essential Services Employees as per Government Regulations);
 - Adhere to social distancing measures, hand and respiratory hygiene and cough etiquette; and
 - Continue to self-monitor symptoms and seek medical re-evaluation if symptoms recur.





Scenario 1: Worker with a confirmed positive COVID-19 test	To remain consistent with the advice in the NDOH clinical management of COVID-19 disease guideline ³ , scenario 1 (COVID-19 confirmed in a worker), will require self-isolation of employee member for 10 days after symptom onset (mild cases), 10 days after COVID-19 test was conducted (asymptomatic cases) and 10 days after clinical stability (severe cases). Should an early return to work policy be needed in future owing to severe workforce shortages, the US CDC criteria may be considered.
Scenario 2: Worker with current flu-like symptoms	Consider latest NICD and international criteria (US CDC): any employee in with direct COVID-19 contact who develops an acute respiratory infection (e.g. cough, shortness of breath, sore throat) with or without fever (>38°C) or history of fever (e.g. night sweats, chills) is a suspected COVID-19 case. Send employee for medical examination with a medical practitioner who will advise whether a COVID-19 test is required or not. Perform SARS-COV-2 RT-PCR testing. For employee, with a negative RT-PCR test, but high-risk COVID-19 exposure and COVID-19 compatible symptoms, discuss with occupational health/infectious diseases regarding the need for further testing and/or self-quarantine. If an alternate diagnosis is made (e.g. influenza), the criteria for return to work should be based on that diagnosis and duration of infectivity for the other respiratory infections.
Scenario 3: High risk, confirmed COVID-19 exposure asymptomatic	High risk exposure: close contact within 1 metre of a COVID-19 confirmed case for >15 minutes without PPE (no face cover/eye cover) or with failure of PPE and/or direct with respiratory secretions of confirmed COVID-19 case (clinical or laboratory). Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk). Notify exposure to NICD. Employee member to perform daily symptom self-check and complete symptom monitoring form until 14 days since last COVID-19 exposure. If asymptomatic through day 7, consider for return to work.
Scenario 4: Low risk, suspected COVID-19 exposure, asymptomatic	Low risk exposure: >1 meter away from a COVID-19 confirmed case for <15 minutes OR within 1 meter but wearing PPE (face cover, eye cover). Also consider lower risk if COVID case was wearing a surgical mask (source control) Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk). For low-risk exposures to a confirmed COVID-19 positive case, worker can continue to work with self-monitoring (twice daily temperature and daily symptom check) for 14 days after last COVID-19 exposure. (use symptom monitoring form below).