



## Staff screening questions – reducing risk of transmission

**Purpose:** To minimise the risk of a suspected or confirmed case of Covid-19 attending the practice. Taking the actions below can help reduce the risk of cross-infection.<sup>1</sup>

You should repeat current advice on the importance of self-isolating, so all employees are aware and act on official guidance.

You might also set up an electronic system – e.g. SurveyMonkey – or other ways to ensure that employees consider, each day before attending, whether they or a household member have symptoms and whether they should attend work.<sup>2</sup>

**Action:** Ask staff to complete the:

- [Flow diagram](#)

Or

- [Questionnaire](#)

before they leave for work each day.

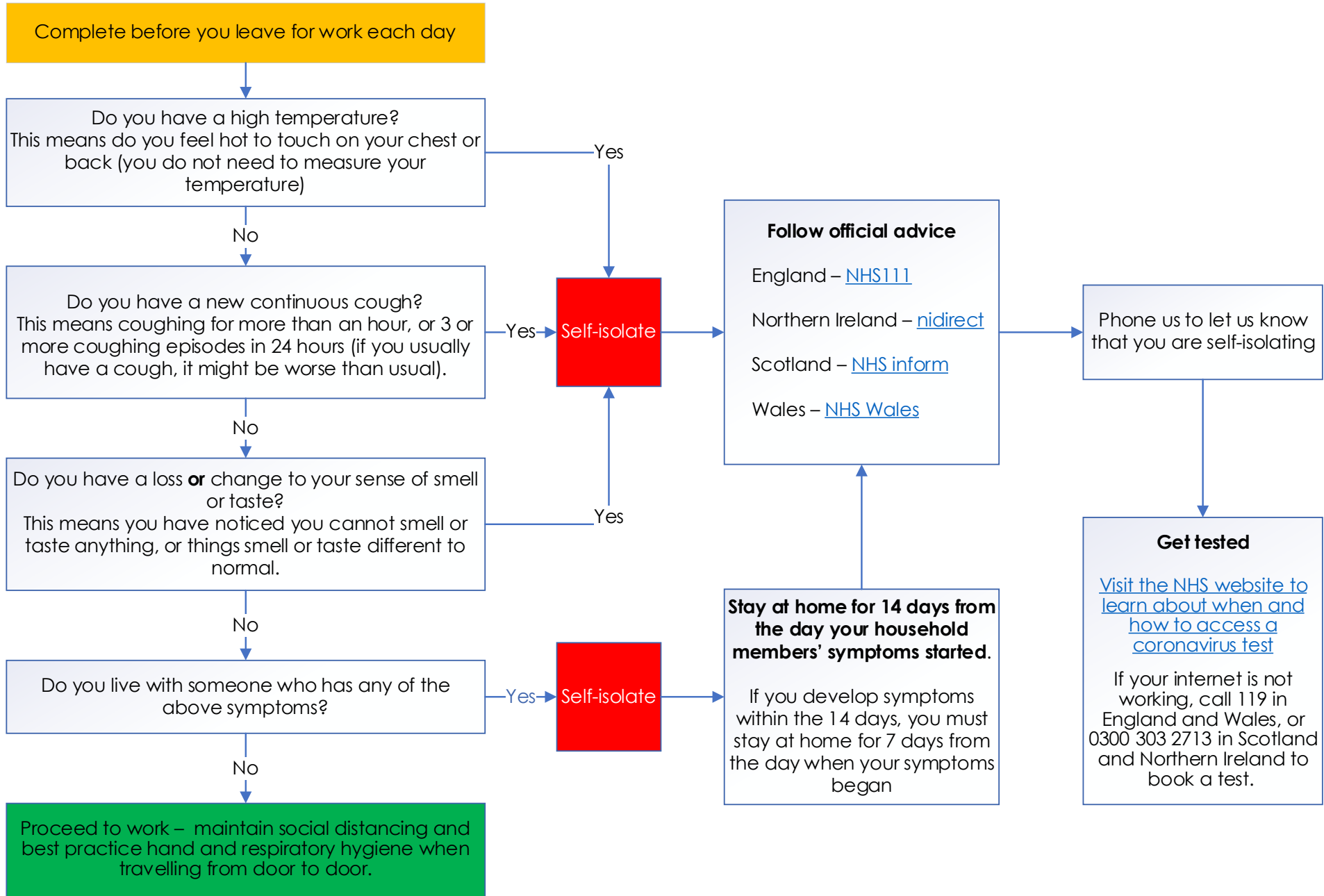
Employees should also be advised to plan their route to work so they can socially distance when travelling from door to door.

**Please note:** The following section is based on the [current case definition of Covid-19](#). This could change with time, so we strongly recommend you use an official NHS/Health Service source when designing your questions – e.g. NHS 111 – and keep this up to date.

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<sup>1</sup> HM Government, Working safely during Covid-19 in shops and branches. Guidance for employers, employees and the self-employed, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-2-2>

<sup>2</sup> 1 May 2020, Cloisters, What does an employer have to do to run a safe workplace during coronavirus? In Returning to work in the time of coronavirus, the Cloisters toolkit – legal duties & solutions



## Questionnaire

Complete before you leave for work each day:

1. Do you have a high temperature? This means do you feel hot to touch on your chest or back (you do not need to measure your temperature).

Yes No

2. Do you have a new continuous cough? This means coughing for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it might be worse than usual).

Yes No

3. Do you have a loss **or** change to your sense of smell or taste? This means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

Yes No

**If you answer YES to any question, stay at home and follow official Covid-19 advice:**

- England – [use the NHS111 online coronavirus service](#)
- Northern Ireland – [nidirect](#)
- Scotland – [use the Covid-19 self-help guide](#)
- Wales – [use the Covid-19 symptom checker](#)

**Do not wait. Ask for a test as soon as you have symptoms. [Visit the NHS website to learn about when and how to access a coronavirus test.](#)**

**If your internet is not working, call 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland to book a test.**

4. Do you live with someone who has any of the symptoms above?

Yes No

**If you answered YES, then stay at home for 14 days from the day your household members' symptoms started.** If you develop symptoms within the 14 days, you must stay at home for 7 days from the day when your symptoms began. [Learn more.](#)