



## 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

Complete before you leave for work each day

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)

No

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).

No

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.

No

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

No

Proceed to work – maintain social distancing and best practice hand and respiratory hygiene when travelling from door to door.

Yes

Self-isolate

Yes

Yes

Yes

Self-isolate

**Follow official advice**  
England – [NHS111](#)  
Northern Ireland – [nidirect](#)  
Scotland – [NHS inform](#)  
Wales – [NHS Wales](#)

Phone us to let us know that you are self-isolating

**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 10 days from the day when your symptoms began

**Get tested**  
[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.

## 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 10 days from the day when your symptoms began. [Learn more.](#)