

## Subway® COVID-19 Daily Health Screening: Instructions for Use

In the interest of protecting our restaurant employees and guests, we recommend that all team members be screened for the common symptoms associated with COVID-19.

### Recommended Best Practices:

We have gathered the following best practices, but Franchise Owners should review their local laws to ensure their practices are compliant. Local laws may impose stricter obligations or contain certain requirements regarding confidentiality and privacy.

- The Franchise Owner, Manager, or Person-in-Charge should fill in the questionnaire for all employees on shift.
  - Note: Employees may complete the questionnaire themselves, but in order to ensure privacy, a separate form would be required per person.
- Completed daily logs should be retained for thirty (30) days and made available to health departments if requested. **All information collected should be treated as confidential.**
- Restaurants are not required to purchase infrared/touchless thermometers or to take employee temperatures, unless required by local law.
- Employees are recommended to take their temperature prior to arriving at work. The temperature question is self-reporting only.
- The form has been clarified to state "Unexplained Cough/Tightness of Chest." They should answer "YES" to this question for a new, unexplained cough (i.e. not a routine 'smoker's cough' or one due to allergies).
- If an employee answers YES to any of the questions below, they should not be allowed to work that day. The employee should not be allowed to return to work until they have met the exclusion timelines listed at the bottom of the Log Sheet.
- Employees are not allowed to return to work until they have been fever-free for 3 days OR 7 days have passed since the onset of symptoms.
  - Example: if they only have a fever, they may return to work 3 days after it ends. If they have a fever, cough, and shortness of breath, they must wait until 7 days have transpired. If their cough and shortness of breath began 8 days ago, but they still have a fever, they must wait until they have been fever-free for 3 days.

# Subway® COVID-19 Daily Health Screening Log

Date: \_\_\_\_\_

First Name	Last Name	Unexplained Cough/Chest Tightness	Sore Throat	Fever (Temp $\geq 100.3^{\circ}\text{F}$ )*	Shortness of Breath	Diarrhea	Domestic or International Travel in previous 14 days?	Contact with someone with COVID-19 in previous 14 days?	Asked to go home (if Yes to ANY)? **
		Circle Y or N	Circle Y or N	Circle Y or N	Circle Y or N	Circle Y or N	Circle Y or N	Circle Y or N	Circle Y or N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N

**\*This is a self-reporting question only. Employees are recommended to take their temperature prior to arriving at work. The use of infrared/touchless thermometers is not required.**

**\*\*A yes to any of the screening questions above requires the employee to be excluded: 14 days following travel, 14 days if in close contact with a diagnosed case of COVID-19, 3 days with no fever, and/or 7 days since first symptom(s).**