



COVID-19 Employer Health Screen Review Documentation Template

Location: _____

- New York State (NYS) requires that businesses implement mandatory health screening assessments. Businesses must document that they have reviewed these daily health screening assessments. Refer to the NYC Department of Health and Mental Hygiene’s Sample COVID-19 Symptom [Screening Tool](#) for more information.
- Remind staff to monitor their health closely and stay home if sick. Staff who arrive to work sick or become sick at work should be sent home immediately.
- Businesses are prohibited from keeping identifiable records of employee health data (such as temperature data).

This is a sample log designed to help you comply with the NYS requirements. Based on the nature of your business (including number of employees and shifts), you may need just one or multiple entries per day. Tailor this log to your setting and business needs.

Date	Reviewer	Reviewer’s Signature	Employee Screening Responses Reviewed (Y/N)