



How to Use this Document:

You will first see the sample Employee Testing Policy. Following this is a second version with fully editable text so you can customize the policy to the needs of your organization.

SAMPLE COVID-19 EMPLOYEE TESTING POLICY

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COVID-19 EMPLOYEE TESTING POLICY

To ensure the safety of all employees, their families and our community, [Company Name] is enforcing measures designed to prevent the spread of COVID-19. This policy applies to all employees, full-time and part-time. Company policies on social distancing and face covering remain in effect.

If you have any questions, please reach out to [email].
We thank you for your cooperation.

Temperature Checks

All employees entering [Company] premises will be subject to temperature checks, conducted by a medical professional. Entry will not be permitted in case of a temperature of 100.4F° (38°C) or higher. Entry will also not be permitted in the case that an employee displays any other common symptoms of COVID-19.

In cases of high temperature or exhibiting symptoms, employees should return home, contact their health care provider and notify their direct supervisor. The identities of these individuals will be kept confidential.

If any employee is unable to receive temperature checks due to disability or religious belief, please contact [email].

Testing for COVID-19

All employees who work at [specific high-risk work location] are required to receive weekly tests for COVID-19. These tests will occur during work hours, and be conducted by a local health care affiliate. The testing partner will only share the results of these tests with [Company Name] and the relevant employee. Results will not be included in an employee's personnel file.

All testing costs will be covered by [Company Name].

Testing will be applied in a consistent, non-discriminatory manner, in accordance with all laws and regulations at a local, state and federal level.

If any employee is unable to be tested due to disability or religious belief, please contact [email].

Failure to comply with testing requirements will disqualify an employee from working at [specific high-risk location] and as such will be considered an unexcused absence.

Returning to Work after COVID-19

Employees who return to work after a positive test for COVID-19 are required to show evidence of a subsequent negative test.



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