

To reduce the risk of transmission and exposure of COVID-19, individuals with symptoms of COVID-19 should not attend meetings and events. Organizers of meetings and events may wish to adopt a symptom screening requirement of attendees and may use this template as a guide or may use their own symptom screening process. Hotels should always follow local laws and regulations regarding screenings and meeting requirements. All attendees should wear face coverings when required and maintain an appropriate physical distance from others.

For the purpose of hotel meeting and events, screening attendees before they enter the facility:

- Reduces exposures for others
- Helps prevent the spread of disease within the hotel
- Helps ensure personal protective equipment (PPE) is used effectively

Before You Begin

1. This template is available if the meeting organizer decides to implement symptom screening for meeting attendees and requests a questionnaire to use. Meeting organizers can also use their own template or screening questionnaire. These questions may be used to screen attendees prior to the event or upon arrival to the event and should be managed by the meeting organizer rather than the hotel. Written responses to the questionnaire are not required and should not be retained unless required by local law. If local law requires everyone entering the facility to be screened, both the meeting planner and the hotel should follow the local law and any screening questions or processes required.
2. This tool is not meant to take the place of consultation with your health care provider or to diagnose or to treat conditions. If you're in an emergency medical situation, call your local emergency number.
3. Information about COVID-19 is constantly changing and the level of COVID-19 activity varies by community, as does the availability for testing. For current updates on COVID-19 and details on testing and other health measures in your state, check with your local public health agency.
4. If answering 'YES' to any of the below questions, please refrain from attending the meeting or event.



Question 1

Have you received a positive result or otherwise been diagnosed with COVID-19?

- ☐ Yes
- ☐ No

Question 2

In the past 14 days, have you been in close contact with anyone who has tested positive for or otherwise been diagnosed with COVID-19?

- ☐ Yes
- ☐ No

Question 3

In the past 14 days, have you been advised by a doctor, healthcare provider, or any public health authority to stay home, self-quarantine, or otherwise avoid contact with others?

- ☐ Yes
- ☐ No

Question 4

Are you experiencing (or have you experienced in the past 72 hours) fever (100.4°F or over), common symptoms of COVID-19 such as coughing, shortness of breath (struggling to breathe or fighting for breath even while inactive or when resting) loss of taste or smell, nausea or vomiting or diarrhea?

- ☐ Yes
- ☐ No

Question 5

In the past 14 days, have you traveled to a destination subject to a government restrictions or mandatory isolation requirements?

- ☐ Yes
- ☐ No