

EMPLOYEE SCREENING FORM

THIS FORM IS TO BE COMPLETED AND SUBMITTED PRIOR TO REPORTING TO THE OFFICE EACH DAY

Leave will be utilized in accordance with normal policies and procedures.

Employee Name: _____

Date: _____

My current temperature is _____

Is your temperature 100.3 or higher? yes no
Do you have a cough with shortness of breath? yes* no
Do you have body aches? yes no

Have you been in close contact for an extended period of time with anyone who has been diagnosed with the COVID-19 virus? yes no

(Close contact is, 15 minutes or longer in a closed area in which a 6-foot distance was not maintained from the diagnosed individual.)

If you answered yes to any one of these questions regarding symptoms, contact your supervisor. Do not report to the office. *If you have a chronic condition that causes similar symptoms without fever and is not infectious, such as allergies or sinus issues, discuss this with your supervisor. Employees and Supervisors refer to Employees Who Are Experiencing Symptoms in the attached [PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#) for next steps.

If you answered yes to having close contact with a person diagnosed with COVID-19, Employees and Supervisors refer to Employees Who Have Been In Close Contact With Someone With A Covid-19 Diagnosis in the attached [PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#) for next steps.

If you answered no to all of these questions, you should report to work and adhere to the following guidelines:

- You are expected to wear a face covering in common areas such as hallways, break rooms, rest rooms, conference rooms, etc., and during any face-to-face contact with others.
- Keep 6 feet of distance between you and others at all times.
- Please immediately wash your hands or use hand sanitizer upon entering and leaving this building and touching common surfaces (door handles, packages, etc.).
- Please be mindful to cough or sneeze into a tissue or the corner of your elbow and to wash your hands often while here.
- Avoid using other employees' phone, computer and other work tools.
- Employees will need to clean and disinfect frequently used items at the beginning and end of the day.

By forwarding this email to your supervisor, you certify that your answers above are true and that you will comply with the instructions provided.

Employees exhibiting symptoms may be subject to temperature checks while at work.

June 30, 2020