

CENTRAL OFFICE EMPLOYEE SCREENING FORM

This Form Is To Be Completed And Submitted Prior To Reporting To The Office Each Day

Employee Name: _____

Employee Supervisor: _____

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 tested positive for the COVID-19 virus? yes no

(Close contact: 15 minutes or longer in a closed area in which a 6-foot distance was not maintained from the diagnosed individual within a cumulative 24 hour period.)

SYMPTOMS: If you answered “YES” to any one of the questions regarding symptoms, contact your supervisor. **DO NOT REPORT TO THE OFFICE.** Employees and Supervisors refer to Employees Who Are Experiencing Symptoms in the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#). *If you have a chronic condition, such as asthma, that causes this symptom, and answered “NO” to the other two questions, discuss this with your supervisor.

EXPOSURE: If you answered “YES” to having close contact with a person who has tested positive for COVID-19 (regardless as to whether a face mask or covering was used during the contact), contact your supervisor. **DO NOT REPORT TO THE OFFICE.** Employees and Supervisors refer to Employees Who Have Been In Close Contact With Someone With A COVID-19 Diagnosis in the [CENTRAL OFFICE PROTOCOLS FOR EMPLOYEES AND SUPERVISORS](#).

While you are at the office:

- 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, equipment, 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/disinfect used items and shared workspaces at the beginning and end of the day.
- Please note that hand sanitizer and cloth masks are available from the ADMH Mail Room.

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