

CENTRAL OFFICE EMPLOYEE SCREENING FORM

This Form is to Be Completed and Submitted Prior to Reporting to the Office Each Day

Employees who have received a positive C-19 test should notify their supervisor immediately for a return to work plan and should provide a copy of their test result.

Employee Name: _____

Employee Supervisor: _____

Division and Section: _____

Date: _____

My current temperature is _____

- | | | |
|---|------------|----------|
| <input type="checkbox"/> Is your temperature 100.4 or greater? | _____ Yes | _____ No |
| <input type="checkbox"/> Do you have an abnormal cough? | _____ Yes | _____ No |
| <input type="checkbox"/> Do you have abnormal shortness of breath? | _____ Yes* | _____ No |
| <input type="checkbox"/> Do you have abnormal body aches? | _____ Yes | _____ No |
| <input type="checkbox"/> 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:

Close contact with a diagnosed individual in closed area without maintaining a 6-foot distance.

Contact: A cumulative 15 minutes or longer of exposure within a 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, 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 in 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 employee' 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.