

# Employees, Volunteers, Guests, and Agency Partners Self-Screening

As a safety measure, and in addition to **wearing face masks** and **practicing social-distancing**, everyone is required to self-monitor for symptoms and conduct temperature checks daily before entering the workplace. This is effective as of May 18, 2020, and required at all onsite and offsite locations.

**THESE STEPS MUST BE DONE BY EACH INDIVIDUAL DAILY BEFORE ENTERING THE WORKPLACE.**

## STEP 1

Ask yourself the following questions every day before entering the building:

1. Am I experiencing any one of these symptoms?
  - a. Coughing
  - b. Shortness of breath or difficulty breathing
  - c. Fever
2. Am I experiencing any TWO of these symptoms?
  - a. Chills or repeated shaking with chills
  - b. Muscle pain
  - c. Headache
  - d. Sore throat
  - e. New loss of taste or smell
3. Is anyone in my household experiencing any symptoms as described on 1 and 2 above?
4. Am I or anyone in my household waiting on COVID-19 results?
5. Have I or anyone in my household tested positive for COVID-19?
6. Have I or anyone in my household been advised from a government agency to self-quarantine?

## IF YOU ANSWER YES TO ANY OF THE ABOVE DO NOT ENTER THE BUILDING

If you answer NO to questions 1-6 proceed to Step 2

## STEP 2

1. Take your temperature.
2. If your temperature is 100 degrees Fahrenheit or higher wait 15 minutes then retake it.
3. If your retake is 100 degrees Fahrenheit or higher do not go in to work or enter the building. Contact your manager to inform them you cannot report to work then contact Human Resources for next steps.
4. If your temperature is less than 100 degrees Fahrenheit you may enter the building.

***Please do not submit your individual responses to management. This document is for your personal use only!***