



## COVID-19 Employee-Screening Procedures

Effective May 4, 2020, all employees reporting to work will have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will take his or her temperature at home or when reporting to work.

The employee's temperature will be documented (below), and the record will be maintained as a private medical record.

An employee who has a fever at or above 100.1 degrees Fahrenheit (37.8 degrees Celsius) or who is experiencing coughing or shortness of breath will be sent home and placed on sick leave. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND/OR
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days AND at least seven (7) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

**An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact his or her immediate supervisor for further direction.

### Temperature Self-test Affidavit

I \_\_\_\_\_ am reporting my temperature as \_\_\_\_\_ ° Fahrenheit/Celsius.  
Print Name

I understand that if my temperature registers 100.1° Fahrenheit (37.8° Celsius) or higher that I must stay home for the day and follow normal call-off protocol.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date