



COVID-19: Employee Screening Questions and Guidelines

Do you have any of the following symptoms?

- Fever or feeling feverish (chills, sweating).
- Shortness of breath (not severe)
- Cough
- Chills
- Muscle Pain
- Sore Throat
- New Loss of Taste or Smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

If you have any of these symptoms, we will follow the CDC guidance:

- Employees who appear to have these symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If you are confirmed to have COVID-19, we are responsible to inform fellow employees of their possible exposure (maintaining confidentiality).

If you are sick, please follow the steps below (see the CDC website for more detailed information, including a self-check link: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>)

- Stay home except to get medical care
- Separate yourself from other people in your home, this is known as home isolation
- Call ahead before visiting your doctor
- If you are sick, wear a facemask in the recommended situations, if they are available (when you are around other people, or if you are caring for others)
- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal household items
- Clean all “high-touch” surfaces everyday
- Monitor your symptoms
- Follow CDC guidance in how to discontinue home isolation

We appreciate your attention to these guidelines as we work to keep you and the rest of the team healthy!