Daily Employee Screening Questionnaire

These questions are to be asked daily to each employee as they arrive at work. The Workplace Coordinator should be assigned to screen employees.

The safety of our employees, customers, their families and visitors remains our top priority. As the COVID-19 outbreak continues to evolve, we will continue to monitor the situation closely and will periodically update company guidance based on current recommendations from the Center for Disease Control (CDC) and federal, state and local resources.

Do you have any of the following symptoms:

- Fever over 100.4 °F
- Coughing
- Shortness of breath
- Difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Have you had known contact with anyone testing positive for COVID-19 in the past 14 days?

Have you traveled domestically in the past 14 days?

Have you had International air travel or a cruise in the past 14 days?

If the employee answers “Yes” to any of the above questions, the Coordinator has the authority to deny the employee access to the building and recommend the employee is tested for COVID-19. The Coordinator is also required to notify HR.