

Appendix A. COVID-19 Screening Checklist for Non-Medical Employees



COVID-19 SELF MONITORING CHECKLIST

Employee Name: _____ **Office:** _____

Title: _____ **Date:** _____

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to “slowly” open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer NO to the following questions. However, please remember, if you develop any of the symptoms below, **STAY HOME**. Please do **NOT** enter the building for your safety and the safety of others

| <u>SYMPTOMS OF INFECTION</u> | <u>YES</u> | <u>NO</u> |
|---|-------------------|------------------|
| Fever of 100.4 or higher | _____ | _____ |
| Cough | _____ | _____ |
| Headache | _____ | _____ |
| Sore Throat | _____ | _____ |
| Shortness of Breath | _____ | _____ |
| Fatigue | _____ | _____ |
| Loss of taste or smell | _____ | _____ |
| Unexplained body aches | _____ | _____ |
| Had contact with anyone who has been diagnosed with or who may have symptoms associated with COVID-19. | _____ | _____ |

If you answered Yes to any of the above, then it is not safe to enter the building -
Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least, 20 seconds at a time
- ✓ Avoid touching your face
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- ✓ Clean and disinfect frequently touched objects such as workstations, keyboards, computer mouse, telephones doorknobs, light switches, chair armrests, countertops, and handrails.
- ✓ Not use other workers' phone, desk, office, or computer.
- ✓ Call your doctor if you have a fever, cough, and shortness of breath