



## COVID-19 Employee Mandatory Self-Monitoring Checklist

The following screening questions must be answered prior to leaving home before the start of shift:

- Are you currently being advised by public health officials or a health care provider to quarantine due to a positive COVID-19 test or a confirmed COVID-19 exposure?
- Take your temperature and verify it's less than 100.4°F. If you don't have access to a thermometer at home, please assess whether you have a fever or are feeling feverish.
- Over the past 48 hours, have you experienced any of the following symptoms?
  - Fever or chills?
  - New Cough?
  - Shortness of breath or difficulty breathing?
  - General Fatigue?
  - New Muscle or total body aches?
  - New Headache?
  - New loss of taste or smell?
  - New Sore throat?
  - New Congestion or a runny nose?
  - New Nausea or vomiting?
  - Diarrhea?

If you do not have a fever and answered no to all of the questions above, you are able to work today.

**If you have a fever or answer yes to any of the symptoms, you should stay home**, notify your supervisor, and contact your primary care provider immediately for further guidance.

Any employee experiencing symptoms should stay home until:

- ❑ they are free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants)
- ❑ **and** at least 10 days has passed since the initial presentation of symptoms.

Employees who are experiencing symptoms should also contact their HR Director or Personnel Office before returning to work in order to ensure adherence to the City's Return to Work guidelines.