

# EMPLOYEE DAILY SELF-SCREENING & WORKPLACE ENTRY PROCESS

## Daily Employee Self-Screening

Perform this home screening process before leaving your home or entering the workplace.

1. Have you experienced a fever of 100.º F or higher in the last 14 days?
2. Have you been diagnosed with, or had close physical contact with, or cared for someone diagnosed with COVID- 19 within the last 14 days?
3. Have you experienced any of the following new, or worsening, [symptoms](#) in the last 14 days?
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Body aches or fatigue
  - Headache
  - Congestion or runny nose
  - Sore throat
  - Diarrhea, nausea or vomiting
  - Loss of taste or smell

If you responded “Yes” to any question, you should remain at home and contact Tami Dodson or Jerome Oddo for further guidance.

**If you responded “No” to all questions, we are expecting you to follow these guidelines when entering the church buildings/office:**

1. Before entering a building put on your mask and keep it on until you reach your personal work area and are socially distanced at least six feet from others.
  - a. You may remove your mask in your personal work area if you’re socially distanced from others.
  - b. If someone enters to talk with you, please put your mask on.
  - c. If you leave your space and walk into common areas, put your mask back on.
2. Sanitize your hands when entering a building. There are stations located by each keypad entry point.
3. Wash your hands often with soap for 20 seconds, especially before and after eating
4. Practice social distancing if you have to meet with others on campus.
5. Before you leave the building, use the cleaning materials located by each keypad entry/exit point.
  - a. Follow instructions provided to wipe down everything you touched while in the office such as doorknobs, light switches, counters, desktops, and copiers (with approved IT supplies)
6. If you begin to feel ill, contact your supervisor and leave the office or church campus to return home.