
MEMORANDUM



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Effective September 1, 2020, all employees reporting to work will be required to complete a self-assessment screening for respiratory symptoms. Staff will then either take their own temperature or have their body temperature taken by a colleague as a precautionary measure to reduce the spread of COVID-19.

Employees should report to their designated working location so long as they have successfully completed the self-assessment PRIOR to arrival (Town Center, Sadler House, Frannie's House, SARP).

Each employee will be screened by themselves at Town Center, and either by themselves or a colleague at our other locations using a touchless forehead/temporal artery thermometer. The employee's temperature will be documented, and the record will be maintained as a private medical record. The self-assessment form will also be filed as a private medical record.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is **not** COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.