# COVID-19 Screening

## Home – Stay Home if Sick

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify Human Resources or their supervisor and stay home.
- An employee must notify Human Resources or their Supervisor if they have tested positive for COVID-19, or have potentially contracted COVID-19 and are waiting on a test or test results. The employee should do this by phone, text or e-mail and should not report to work.
- If an employee has been in a situation where they have potentially been exposed to COVID-19 at work, Human Resources will notify these employees who have potentially been exposed. Please see Employee Communication Procedures COVID-19.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify Human Resources or their supervisor and follow CDC recommended precautions.

## At Work

- No student, employee, contractor, or visitor who has a fever or other symptoms of COVID-19 will be allowed on campus.
- If an employee exhibits a fever, he or she will be sent home to self-quarantine or to seek medical attention.
- The employee must then notify Human Resources or his or her supervisor.

## Monitor and Detection

One of the difficulties about COVID-19 is the long incubation period, which is the period from initial infection until the onset of symptoms. One can be harboring the virus inside his or her body and not know it, all while, it is possible to spread the virus to others. (CDC Protecting Yourself and Others)

This is why it is important that employees practice social distancing and wash hands or use hand sanitizer. It is also important that employees be monitored/observed/screened for the display of symptoms.  This can include several aspects:

- Self-screening
- Observation of symptoms by co-workers
- Monitoring of symptoms (including fever) by the University

    1. **Self-Screening at Home**
       One of the most vital aspects of detection involves self-screening. (CDC Guidance for Business Plan and Response)
       The screening should consist of the following questions:
       1. Do you have a temperature of 100.4 degrees or greater? Do you have a cough?
       2. Are you experiencing a shortness of breath?
       3. Are you having difficulty breathing?
       4. Are you experiencing unusual fatigue?

2. **Observations of Symptoms at Work**

   If an employee observes a coworker exhibiting symptoms of the virus, the symptomatic employee should be instructed to report to their immediate supervisor. The employee's body temperature should be monitored for fever. If a fever is detected, the employee should be isolated and a decision must be made to determine whether the employee should be transported to a medical facility where better care is available or advise the employee to return to his or her home to quarantine.

- Thermal no-touch thermometers will be used to evaluate an employee's body temperature and asked basic COVID-19 screening questions.
- If no temperature and no COVID-19 symptoms, the individual will be given an armband that allows entry to the campus.
- If an employee exhibits a fever, he or she will be sent home to self-quarantine or to pursue medical attention.