COVID Screening Form for Supervisors

REMINDER*: Employees signed the attestation in UltiPro that they will monitor their symptoms EVERY morning and they will not come to work sick. <u>Please reinforce those instructions with your employees.</u>*

1. **Is your employee exhibiting signs and symptoms of COVID-19 that is *likely* caused by another pre-existing condition (e.g., allergies, migraines, sinus infections, etc…):**

   - ❖ Temperature (fever) over **100.4 degrees** Fahrenheit/38 degrees Celsius
   - ❖ New loss of taste or smell
   - ❖ Cough
   - ❖ Shortness of Breath or difficulty breathing
   - ❖ Chills
   - ❖ Fatigue
   - ❖ Muscle and body aches
   - ❖ Headache
   - ❖ Sore throat
   - ❖ Congestion or runny nose
   - ❖ Nausea, vomiting, or diarrhea

Have them stay home!! Employees should NOT be reporting to work if they are sick!

If symptoms are likely caused by another pre-existing condition, treat this as you normally would when one of your employee's is sick. You DO NOT need to notify HR.

   - o Encourage your employees to call their healthcare provider.
   - o Check-up on your employee daily to see if their symptoms become worse.
   - o Do not do any type of contact tracing.

The employee would use their own benefit time (sick, personal, or vacation time). You can determine (in consultation with your program director/VP) if they can work remotely, if they feel well enough to work.
   - If remote work is feasible (and employee is well enough to do so), they will get paid normally because they are working.
   - If they are too sick to work or remote work is not available, at this point that would still use their own benefit time (sick, personal, or vacation time).

IF employee does get tested for COVID, then have your employee send humanresources@thebabyfold.org an email documenting their detailed situation so that it is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know to stay home until they receive the result of the COVID test. At this point HR would explain COVID benefits if applicable.

2. **Is your employee exhibiting signs and symptoms of COVID-19 that are *not* caused by another pre-existing condition?**

> ❖ Temperature (fever) over 100.4 degrees Fahrenheit/38 degrees Celsius
> ❖ New loss of taste or smell
> ❖ Cough
> ❖ Shortness of Breath or difficulty breathing
> ❖ Chills
> ❖ Fatigue
> ❖ Muscle and body aches
> ❖ Headache
> ❖ Sore throat
> ❖ Congestion or runny nose
> ❖ Nausea, vomiting, or diarrhea

If symptoms are not likely caused by another pre-existing condition, please instruct staff to call their healthcare provider for further instructions. Again, you DO NOT need to notify HR at this point.

- o Do not do any type of contact tracing.

Your employee would use their own benefit time (sick, personal, or vacation time). You can determine (in consultation with your program director/VP) if they can work remotely, if they feel well enough to work.

- If remote work is feasible (and employee is well enough to do so), they will get paid normally because they are working.
- If they are too sick to work or remote work is not available, at this point that would still use their own benefit time (sick, personal, or vacation time).

IF employee does get tested for COVID, then have your employee send humanresources@thebabyfold.org an email documenting their detailed situation so that it is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know to stay home until they receive the result of the COVID test. At this point, HR would explain COVID benefits if applicable.

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3. **Your employee does not have any symptoms, but had close contact with someone that is suspected (e.g., showing symptoms and they themselves have had direct contact with someone who is COVID-19 positive) of having COVID-19 OR tested positive for COVID-19.**
   Close contact includes:

   - ❖ Being within 6 feet of a person with COVID-19 for more than 15 total minutes.
   - ❖ Living in the same household as a person with COVID-19.
   - ❖ Caring for a person with COVID-19.
   - ❖ Being in direct contact with secretions from a person with COVID-19 (e.g. being coughed on, kissing, sharing utensils, etc.).
   - ❖ *Being in close contact (as described above) in the 48 hours before a person with COVID-19 developed symptoms or tested positive for COVID-19.*

   - Instruct staff to call their healthcare provider for further instructions.
   - Contact your program director/VP to let them know that an employee has had close contact with someone that is suspected of having COVID-19.
   - **If employee is onsite**, program director/VP will instruct employee to leave campus. You can determine (in consultation with your program director/VP) if they can work remotely, if they feel well enough to work.
     - o If remote work is feasible (and employee is well enough to do so), they will get paid normally because they are working.
     - o If remote work is not feasible, HR will address COVID benefits when notified of the situation.
   - **If employee is currently working remote**, you can determine (in consultation with your program director/VP) if they can **continue** to work remotely, if they feel well enough to work.
     - o If remote work is feasible (and employee is well enough to do so), they will get paid normally because they are working.
   - Do not do any contact tracing yet.
   - *Instruct your employee send humanresources@thebabyfold.org an email indicating their detailed situation so that the exposure is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know the protocol and COVID benefits. Please refer to the chart for details.*

4. **Your employee had close contact with someone that tested positive for COVID-19. Close contact includes:**

   - ❖ Being within 6 feet of a person with COVID-19 for more than 15 total minutes.
   - ❖ Living in the same household as a person with COVID-19.
   - ❖ Caring for a person with COVID-19.
   - ❖ Being in direct contact with secretions from a person with COVID-19 (e.g. being coughed on, kissing, sharing utensils, etc.).
   - ❖ *Being in close contact (as described above) in the 48 hours before a person with COVID-19 developed symptoms or tested positive for COVID-19.*

   - Instruct staff to call their healthcare provider for further instructions.
   - Contact your program director/VP to let them know that an employee has had close contact with someone that tested positive of having COVID-19.

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- **If employee is onsite**, program director/VP will instruct employee to leave campus. You can determine (in consultation with your program director/VP) if they can work remotely, if they feel well enough to work.
  - If remote work is feasible (and employee is well enough to do so), they will get paid normally because they are working.
  - If remote work is not feasible, HR will address COVID benefits when notified of the situation.
- **If employee is currently working remote**, you can determine (in consultation with your program director/VP) if they can **continue** to work remotely, if they feel well enough to work.
  - If remote work is feasible (and employee is well enough to do so), they will get paid normally because they are working.
- Do not do any contract tracing yet.
- ***Instruct your employee send humanresources@thebabyfold.org an email indicating their detailed situation so that the exposure is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know the protocol and COVID benefits. Please refer to the chart for details***.

5. **Your employee does not have any symptoms and did not have "close" contact with anyone that was COVID positive, or displayed COVID-like symptoms.**
   However, they want to go and get tested for various reasons (e.g., attended a funeral or reunion, traveled, piece of mind, etc…):

   - Employee will need to follow their department's protocols that are established when they have a medical appointment during the normal work day (using their own sick time, flex time, etc…).
   - Employee can report to work while waiting for the result of the test.
   - Do not notify HR at this point.

   IF their test comes back positive, then have your employee send humanresources@thebabyfold.org an email indicating their detailed situation so that the exposure is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know their options. At this point, HR would explain COVID benefits. Please refer to the chart for details.

   You will also need to work with your program director/VP to conduct contact tracing for exposure at work.

   - Program director/VP notifies employees that had "close" contact with an employee at work and instruct those employees that they need to quarantine AND program director/VP sends humanresources@thebabyfold.org an email indicating that they had exposure so that is documented.
   - HR will send them an email (and copy their supervisor, manager, program director/VP) with official quarantine notice and letting them know their options.

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6. **Your employee tested positive for COVID-19 and is showing symptoms:**

- *Instruct your employee to send humanresources@thebabyfold.org an email indicating their detailed situation so that the exposure is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know their options. At this point, HR would explain COVID benefits. Please refer to the chart for details.*

- You will also need to work with your program director/VP to conduct contact tracing for exposure at work.
    - Program director/VP notifies employees that had "close" contact with this employee at work and instruct those employees that they need to quarantine AND program director/VP sends humanresources@thebabyfold.org an email indicating the situation so that the exposure is documented.
    - HR will send them an email (and copy their supervisor, manager, program director/VP) with official quarantine notice and letting them know their options.

7. **Your employee tested positive for COVID-19 and is not showing symptoms:**

- *Instruct your employee to send humanresources@thebabyfold.org an email indicating their detailed situation so that the exposure is documented. HR will send them an email (and copy their supervisor, manager, program director/VP) letting them know their options. At this point, HR would explain COVID benefits. Please refer to the chart for details.*

- You will also need to work with your program director/VP to conduct contract tracing for exposure at work.
    - Notify employees that had "close" contact with this employee at work and instruct those employees that they need to quarantine AND send humanresources@thebabyfold.org an email indicating their detailed situation so that the exposure is documented.
    - HR will send them an email (and copy their supervisor, manager, program director/VP) with official quarantine notice and letting them know their options.

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