

COVID-19 Employee-Screening Procedures

Effective IMMEDIATELY, all employees reporting to work in, or visiting the office, will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Employees should report to the front desk upon arrival at work and prior to entering any other areas of ELI's property.

Each employee will be screened by our front desk staff using a touchless forehead thermometer and a symptom checklist.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath or other symptoms that are unusual to them will be sent home. Employees sent home will need to utilize their sick time until they can return to work without symptoms. Please discuss with HR COVID-19 relief options, should this be applicable.

An employee sent home can return to work when:

- He or she has had no fever for at least 48 hours days 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 or Human Resources for further direction.

The information outlined in this document is further subject to change due to the rapidly evolving situation related to COVID-19. This guidance remains in place until further notice.

Front Desk Staff Use Only

Ask the employees reporting to work the following questions:

- In the last 24 hours have you been in contact with anyone confirmed to have COVID-19?

Do you have any of the following?

- Fever (Temperature above 100)
- Unusual or New Cough
- Shortness of breath / difficulty breathing
- Chills
- Feeling achy
- Nausea or Vomiting
- Muscle pain
- Unusual or new Headache in the last 24 hours
- Diarrhea
- Sore throat
- New loss of taste or smell
- Tingling or numbness

Have any/all of the above symptoms being experienced been cleared by the employee's primary care provider?

- Yes -- Name of Provider _____
- No

If the employee answers yes to any of the questions and has not been cleared by their primary care provider, please send the employee home and contact her/his supervisor and HR.