



COVID-19 DAILY SELF-CHECKLIST

COVID-19 Daily Self-Checklist **each day before reporting to work.**

Date: _____ Time: _____

The best solution to combating the virus, COVID-19 is through **prevention** - handwashing, covering your mouth and nose when coughing and sneezing, cleaning, and avoiding close contact with others and wearing a mask while in public.

Monitoring symptoms is another important preventive strategy for COVID-19. If you reply YES to any of the questions below, you must STAY HOME, notify your supervisor of the needed absence, and contact your health care provider.

- **Do you have a fever (temperature over 100.4°F) without having taken any fever reducing medications?**

Yes No

- **Cough?**

Yes

No

- **Muscle Aches?**

Yes

No

- **Sore Throat?**

Yes

No

- **Shortness of Breath? Chills? New Loss of Taste/Smell?**

Yes

No

Yes

No

Yes

No

- **Nausea?**

Yes

No

- **Vomiting?**

Yes

No

- **Diarrhea?**

Yes

No

- **Headache?**

Yes

No

- **Have you, or anyone you have been in extended close contact with (within six feet for 10 minutes or more), been diagnosed with COVID-19?**

Yes

No

- **Are you currently in quarantine for possible contact with COVID 19?**

Yes

No

If you start feeling sick with any of the above-mentioned symptoms during your shift, phone your supervisor, go immediately home without coming into contact with coworkers, and contact your physician by phone after leaving work.

This guidance is intended for self-screening prior to the start of the workday. You must complete this self-screening, including

temperature checking, daily before coming to work. If you need to purchase a personal thermometer in order to complete daily temperature checking, the College will reimburse this purchase in an amount not to exceed \$15. Reimbursement may be sought through the typical “expense report” function from the Workday homepage. Note that this self-screening form is not intended for people confirmed or suspected COVID-19. Individuals with confirmed or suspected COVID-19 should follow CDC guidance.