COVID-19 EMPLOYEE SCREENING CHECKLIST

The following mandatory steps must be taken prior to admitting an employee into a District-owned building:

1. Ask the employee whether they are experiencing or have recently experienced (in the last 10 days) any of the following symptoms:

   a. Fever or chills;
   b. Cough;
   c. Shortness of breath or difficulty breathing;
   d. Fatigue;
   e. Muscle or body aches;
   f. Headache;
   g. New loss of taste or smell;
   h. Sore throat;
   i. Congestion or runny nose;
   j. Nausea or vomiting;
   k. Diarrhea; and

   EXCLUDE any employee who states that they are experiencing or have recently experienced (in the last 10 days) any of the above symptoms.

2. Ask the employee whether they have recently been exposed (in the last 10 days) to any person who has tested positive for Covid-19, and EXCLUDE any employee who states that they have been exposed.

3. Take the employee's temperature and EXCLUDE any employee who has a temperature of 100 degrees Fahrenheit or higher.

4. Confirm that the employee has a face covering and, if they do not have a face covering, provide them a disposable face mask.