

From City of Shoreline:

## Employee Health Screening

The Center for Disease Control (CDC) has issued new recommendations to mitigate COVID-19 transmission specific to Seattle-King, Pierce and Snohomish Counties. These guidelines instruct all workplaces to implement daily health checks for employees that includes screening for fever and respiratory symptoms.

The purpose of this screening is to slow the spread of the respiratory virus and minimize deaths due to the disease. In keeping with these recommendations, all employees who will be coming into a City facility to work, for meetings, or to pick up/drop off items are required to screen and report if they are experiencing a fever or respiratory symptoms prior to or immediately upon entry into the building.

**Your health screening responses are confidential and will not be shared with coworkers.** HR will follow-up with any employee reporting symptoms for further screening.

## Instructions for daily health check and reporting

### Screening at home prior to coming into a work location:

1. Take your temperature at home prior to coming to work
2. Log-in to the City SharePoint while home at the following link:
3. Record your answers to the health screening questions
4. Click Save
5. If sick or displaying symptoms consistent with COVID-19, stay home and contact your health care provider
6. If not sick, you can report to work

### If you are unable to do the screening and reporting at home:

1. Immediately upon entering the building or worksite, go to the HR work section or designated location at your facility and take your temperature. Disposable thermometers are available on Nancy's workstation counter and at designated locations noted below.
2. If you have a temperature of 100.4 degrees or higher or have other symptoms consistent with COVID-19, go home immediately and report your symptoms to your health care provider, then inform your supervisor and HR.
3. If you do not have a temperature, go to your regular work station and record your Health Check responses on SharePoint at the following link: **(link)**. If you do not have access to a computer and our SharePoint site, complete the paper version of the Health Screening questionnaire and deposit it in the designated container.

- \* **Note:** Employees who have not completed the daily health screening process and recorded their responses prior to coming to work or within 10 minutes upon arrival at a City facility will be sent home immediately.

- \* **Telecommuters:** You are not required to do the daily screening unless you plan on coming into a workplace facility. However, we do want you to report if you are ill, displaying symptoms of COVID-19 or have entered quarantine.