**Chabaso Staff Daily Checklist**

**COVID-19 Employee Self-Screening Procedures**

All employees reporting to work will be required to self-screen **DAILY** for the following symptoms, and take their temperature.

Go through the following checklist before reporting to work **EACH** and **EVERY** day. If you answer YES to any of these stay home and contact HR and your doctor.

Do you have any of the following, or experienced any of the following in the last 24 hours?

* A fever of 100.4 degrees Fahrenheit or above
* A Cough
* Shortness of breath or difficulty breathing
* Chills
* Repeated shaking with chills
* Muscle aches or pain
* Headache
* Sore throat
* Newly acquired loss of taste or smell
* Fatigue

Additionally, if you have been in contact with anyone with these symptoms or if you are currently being tested for COVID19, stay home and contact HR.

Paid sick time is available; this will not use up your PTO time.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, sign in recognition that I will follow these steps daily

Printed name

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Signature Date