

Daily COVID-19 Employee Self-Observation Questionnaire



The purpose of this questionnaire is for you to self-observe your daily health prior to coming to work. It was developed with criteria from the CDC and DPH.

Take your temperature every day before reporting to work and write it down: _____.

If your temperature is greater than 100.4 degrees F, or you answer **YES** to any of the following questions, **stay home** and immediately inform your manager, dean, or division head. **Do not report to work if you are sick; if you become ill while at work, go home immediately.** Faculty and staff can use accrued leave for this purpose.

Please answer the following questions:		
<p>1. Do you think or know you have had COVID-19 and had symptoms? If YES, advise your manager and your manager will inform Human Resources. Stay home until the following criteria has been met:</p> <ul style="list-style-type: none"> • 10 days since symptoms first appeared and • 24 hours with no fever without fever-reducing medication and • Other symptoms of COVID-19 are improving* <p>*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.</p>	YES	NO
<p>2. Have you tested POSITIVE for the coronavirus and had no symptoms? If YES, stay home and monitor your symptoms. If you continue to have no symptoms, you can return to campus after 10 days have passed since you had a positive viral test for COVID-19. If you develop symptoms after testing positive, follow the guidance above for "Do you think or know you have had COVID-19 and had symptoms."</p>	YES	NO
<p>3. Have you had close contact exposure to someone with COVID-19?</p> <p>The CDC Defines close contact as:</p> <ul style="list-style-type: none"> • Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient isolated. <p>*Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes)</p> <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or respiratory personal protective equipment (PPE)</p> <p>DPH defines close contact as:</p> <ul style="list-style-type: none"> • Living in the same household as a sick person with COVID-19; • Caring for a sick person with COVID-19; • Being within 6 feet of a sick person with COVID-19 for a total of 15 minutes*; OR, • Being in direct contact with secretions from a sick person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.). <p>*Read more about Georgia DPH's Quarantine Guidance by visiting https://dph.georgia.gov/contact</p> <p>If YES, advise your manager of the situation and your manager will inform HR. You should stay home until 14 days after your last possible exposure to COVID-19 and monitor symptoms.</p> <p>Note that anyone who has had close contact with someone with COVID-19 and who meets the following criteria does not need to stay home.</p> <ul style="list-style-type: none"> • Had COVID-19 illness within the previous 3 months and • Has recovered and • Remains without COVID-19 symptoms (for example, cough, shortness of breath) 	YES	NO

Are you experiencing or have you experienced any of the following symptoms in the past 14 days? If you answer YES to at least one of these questions, stay home and call your healthcare provider.		
• Fever (measured temperature above 100.4 degrees Fahrenheit, or you feel feverish)	YES	NO
• Chills	YES	NO
• Cough	YES	NO
• Shortness of breath or difficulty breathing	YES	NO
• Fatigue	YES	NO
• Muscle or body aches	YES	NO
• Headache	YES	NO
• New loss of taste or smell	YES	NO
• Sore throat	YES	NO
• Congestion or runny nose	YES	NO
• Nausea or vomiting	YES	NO
• Diarrhea		

This list may not include all possible symptoms. For the most up-to-date information on COVID-19 symptoms, check the CDC's website: <https://www.cdc.gov>.

By coming to campus, an employee is acknowledging that they have completed the self-monitoring requirements earlier that day and confirmed that they do not have signs/symptoms of COVID-19. Once you begin your workday, continue to observe yourself for any changes such as fever, coughing and/or difficulty breathing.

GHC Point of Contact (POC) for testing and Contact Tracing:
HR_COVID-19@highlands.edu 706-368-7724

USE THIS PERSONAL TOOL TO HELP TRACK SYMPTOMS AND TEMPERATURE PRIOR TO COMING TO WORK

Updated: January 2021