**UCH COVID-19 Screening Process**

Designated staff will man the entry area and screen each employee, vendor representative, and visitor to protect the health and safety of our employees. Any medical information received by HR will be kept in a confidential medical file separate from the employee file.

* Employees should check for fever or other COVID-19 symptoms 30 minutes before leaving for work.
* DO NOT not come to work if you have a fever over 100.4. Call HR Department for phone screening.
* Employees at high risk for COVID-19 should discuss any accommodation requests with HR.

Workplace screening will consist of the following:

* Answer Screening Questions:
1. Do you currently have, or have you had these symptoms in the past 72 hours (cough, body aches, chills, fever, night sweats or shortness of breath)?
2. Have you tested positive for COVID in the past two weeks, or do you have a test pending?
3. Has anyone in your house tested positive for COVID in the past 2 weeks or has a test pending?

*If “yes”, to cough or other Respiratory symptoms, ask the following questions:*

1. Any decrease in appetite: Nausea, Vomiting, or Diarrhea?
2. Are you able to taste and smell your food?
* Temperature will be taken using a touchless device (this could change with the availability of thermometers).
* Employees who refuse the temperature screen will not be permitted to enter the workplace.
* We will require and arrange for social distancing for employees waiting to be screened. Hourly employees will be paid for any time spent waiting to be screened.
* A sticker will be provided to indicate the employee has passed the screening process.

**This screening process is mandatory for every employee, visitor, and vendor.**

**If the answer to any screening question is yes OR if anyone has a temperature greater than 100.4, then the following process must be followed:**

1. Employee will be advised to leave the work area and self-quarantine. The supervisor will be notified.
2. Employee will be required to deliver a negative COVID-19 test result to HR, and be symptom free, before returning to work.
3. HR will be notified immediately, and will keep medical information received in a confidential medical file separate from the employee file.
4. Employees with a positive test result must self-quarantine for 14 days before returning to work.
5. Employees with COVID-19 symptoms who refuse to get tested will need to take PTO or be placed on leave or may be considered to have voluntarily resigned.

