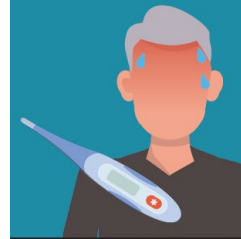


DAILY EMPLOYEE SELF-ASSESSMENT GUIDE

All employees are to check for symptoms at home and complete the self-assessment before reporting to work each day.

1. Check for these symptoms at home:

- Fever
- Sore Throat
- New or Worsening Cough
- New Respiratory Illness
- New Loss of Taste or Smell
- Chills



When responding to whether above symptoms are unexplained, consider whether the symptom is known, such as: a side effect of a medication, seasonal allergies, asthma or due to another chronic or known condition. If in doubt, stay home and consult with your health care provider.

2. If NO

Employee must complete the self-assessment before reporting to work. Report to work and follow all safety measures to protect yourself and others.



3. If YES*



If you have symptoms, as described in 1, please follow established reporting procedures and notify your supervisor immediately. Sick leave should be utilized. Employees seeking testing or testing positive for COVID-19, may be eligible for leave under FFCRA.

*In consultation with your health care provider, seek testing and report results to your immediate supervisor.

4. Symptoms at work?

If you develop symptoms while at work, inform your supervisor immediately then go home. Seek appropriate medical care and follow established reporting procedures. Your supervisor may ask you to go home when exhibiting symptoms.

