COVID-19 Daily Self- Monitoring Checklist

All employees scheduled to work on campus are required to complete this daily self-monitoring checklist before reporting to work. If you reply YES to any of the questions in the checklist, stay home and follow the steps outlined below:

1. **Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?**
   - ❑ Yes
   - ❑ No

2. **Since you last worked, have you had any of these symptoms?**
   - ❑ Fever
   - ❑ Chills
   - ❑ Shortness of breath or difficulty breathing
   - ❑ New cough
   - ❑ New loss of taste or smell

3. **Since you last worked, have you been diagnosed with COVID-19?**
   - ❑ Yes
   - ❑ No

If you reply YES to any of the questions in the checklist, <u>STAY HOME</u> and follow the steps below:**

1. Call your supervisor.
2. Call you healthcare provider for guidance on testing/medical care.
3. Call or email Kay Faircloth in Human Resources for questions regarding available leave for COVID-19 related absences (jfaircl6@uncfsu.edu or 910-672-2461).) **If you have tested positive** for COVID-19, you will be asked to provide verification of the positive test result.
4. Call or email Kay Faircloth in Human Resources for questions regarding available leave for COVID-19 related absences (jfaircl6@uncfsu.edu) or 910-672-2461).

** Fully vaccinated people (i.e., at least 2 weeks after getting their second dose in a 2-dose series or one-dose of a single-dose series) <u>with no COVID-like symptoms</u> do not need to quarantine following an exposure to someone with COVID-19.

If you start feeling sick during your shift, notify your supervisor, go home, and follow steps 2 and 3 above.

If you are sick with COVID-19 or believe you might have it, you should stay home. You may return to work <u>when you provide a note from your healthcare provider returning you to work.</u>