



EMPLOYEE SCREENING AND OATH OF RESPONSIBILITY DURING THE COVID-19 PANDEMIC

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened daily, by having his or her temperature taken, or by taking their own temperatures and will also complete a COVID-19 symptom check questionnaire, when reporting to work. The employee's temperature and answers to the questionnaire will be **documented**, and the record will be maintained as a private record with Human Resources.

An employee who has a fever at or above 100.4 degrees Fahrenheit, or who is experiencing coughing, shortness of breath, or other symptoms will be sent home. The employee should **monitor his or her symptoms** and call a doctor, or use telemedicine if concerned about their symptoms.

An employee sent home can return to work when:

- He or she has not had a fever for at least three (3) days without taking medication to reduce fever during that time; **AND**
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; **AND**
- At least ten (10) days have passed since the symptoms began.
- An employee who has been absent for more than three days (3) should have a doctor's note to return to work.

As an employee of the Center for Family Support, Inc., I attest to the following responsibilities:

1. I will adhere to all COVID-19 related screenings and temperature check policy and procedures as set forth by CFS;
2. I will always wear a mask/face covering while providing services to an individual and in all designated areas identified by CFS;
3. I will adhere to all CFS hygiene and sensitization protocols; **AND**
4. I will immediately report to my supervisor:
 - a. If I have come into close contact with a person confirmed or suspected to have COVID-19;
 - b. If I have tested positive for COVID-19 through a diagnostic test;
 - c. If I have traveled to, or are planning to travel to, any of the High-Risk States currently on the New York State/New Jersey State travel advisory requiring 14-day quarantine upon return; (Please refer to the following links to stay informed of high risk states and countries: **high-risk states:** <https://coronavirus.health.ny.gov/covid-19-travel-advisory> **Countries:** <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>
 - d. If I am displaying any of the signs and symptoms consistent with COVID-19."

Employee Signature

Date

August 3, 2020