

Daily Health Check-In Questionnaire for Employees Reporting to the Workplace

Please only report to work if you can confirm:

- ✓ No Fever
- ✓ No Symptoms
- ✓ No Known Exposure



Do you have a fever? Employees need to take their temperature with a thermometer prior to coming to work.

IF A TEMPERATURE IS 100°F/38°C OR HIGHER, DO NOT REPORT TO WORK

Follow normal call-off procedure, contact your primary care provider or call the Wexner Medical Center's COVID-19 call center at 614-293-4000 for guidance.



Do you have a cough? Do you have shortness of breath? Report any symptoms.

IF HAVING EITHER SYMPTOM, DO NOT REPORT TO WORK

Follow normal call-off procedure, contact your primary care provider or call the Wexner Medical Center's COVID-19 call center at 614-293-4000 for guidance.



Do you have any known exposure? Do you have a sick family member at home with a confirmed COVID-19 positive test?

IF KNOWN EXPOSURE, DO NOT REPORT TO WORK

Follow normal call-off procedure, contact your primary care provider or call the Wexner Medical Center's COVID-19 call center at 614-293-4000 for guidance.

Supervisor Guidance:

- Supervisors should confirm that employees have checked their temperature before they report to work.
- A record should be kept as confirmation that employees reporting to the worksite have checked their temperature each day. (Please do not record the actual temperature, just notate that they have had it checked before the start of their shift.)
- If employees do not have access to a thermometer at home, they can have it taken at a health-check site prior to their shift, in the Jameson Crane Sports Medicine Institute located at 2835 Fred Taylor Drive, between 5:30 a.m. to 7 p.m. Enter in the front doors to have your temperature check in the lobby prior to your shift.
- Guide employees needing time off, through the appropriate process. [View full list of FAQs](#) related to employment, leave and COVID-19.
- **If you receive a report, confirmed or unconfirmed, that a member of your team has been exposed to or has contracted coronavirus (COVID-19), please connect with your [HR Business Partner](#) and call the Wexner Medical Center's COVID-19 call center at (614) 293-4000 for guidance on what you should do.**



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



Keep Well: Tips for Employees Reporting to the Workplace

If you're experiencing signs or symptoms of COVID-19, do not come into work and follow typical call-off procedures. Contact your primary care provider or call the Wexner Medical Center's COVID-19 call center at 614-293-4000 for guidance.

Take Your Daily Temperature & Report to Supervisor Prior to Each Shift

1. At Home:



- To get an accurate temperature:
 - Wait 30 minutes after eating, drinking, or exercising.
 - Wait at least 6 hours after taking medicines that can lower your temperature, like:
 - Acetaminophen, also called paracetamol
 - Ibuprofen
 - Aspirin
- Follow your thermometer's operating instructions.
- Hold the tip of the thermometer under your tongue, do not bite the thermometer.
- Clean your thermometer with soap and water and dry it well after every use.

Read your temperature on the screen. If your temperature is 100°F/38°C or higher, you have a fever and should not report to work.

- ### 2. On Campus:
- Visit a health-check site prior to your shift in the **Jameson Crane Sports Medicine Institute** located at 2835 Fred Taylor Drive. Enter in the front doors to have your temperature check in the lobby prior to your shift.

Stay Well

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Keep your distance from others (about 6 feet or 2 meters)
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#).