

# Employee COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist **each day before going to work**. Consider your personal health and if you have any chronic symptoms or any of these NEW symptoms.

If you answer YES to any of the questions below, STAY HOME and follow the steps below:

- Step 1: Contact your supervisor/HR
- Step 2: Contact your Healthcare provider
- Step 3: Create absence

If you start to feel sick during your work day, follow steps above

**Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?**

YES

NO

**Loss of Smell or Taste?**

YES

NO

**Muscle Aches?**

YES

NO

**Sore Throat?**

YES

NO

**Cough?**

YES

NO

**Shortness of Breath?**

YES

NO

**Chills?**

YES

NO

**Headache?**

YES

NO

**Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?**

YES

NO

**Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

YES

NO

*If Yes, contact our Human Resources Office*

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official recently?**

YES

NO

*If Yes, contact our Human Resources Office*

SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT

This Daily Checklist is an essential part of our COVID19 Recovery Plan

1

