

COVID-19 / Discussion with all employees daily

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Name: _____ Location: _____ Date: ____/____/____

Meeting Guidelines

1. Meet with all employees each day at the beginning of each shift.
2. No more than 10 individuals per meeting.
3. Practice social distancing (6-feet).
4. Each employee must complete this form each day.
5. Ask all 4 questions each day.
6. Review Symptoms chart each day.
7. Review Keeping Workplace Safe Chart each day.

(Circle One)

1. Have you recently traveled to an area with known local spread of COVID-19? Yes No
2. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days? Yes No
3. Do you have a fever (greater than 100.4 F or 38.0 C) OR symptoms of Chills / Cough / Sore Throat / Shortness of Breath / Difficulty Breathing? Yes No
4. Have you stayed in a hotel in the past 14 days? Yes No

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>
 Fever	Common	Rare	Common
 Fatigue	Sometimes	Sometimes	Common
 Cough	Common* (usually dry)	Mild	Common* (usually dry)
 Sneezing	No	Common	No
 Aches and pains	Sometimes	Common	Common
 Runny or stuffy nose	Rare	Common	Sometimes
 Sore throat	Sometimes	Common	Sometimes
 Diarrhea	Rare	No	Sometimes for children
 Headaches	Sometimes	Rare	Common
 Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention

Keeping the workplace safe

Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus