

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: Delilah Vasquez 05/18/2020	Page: 1 of 1	Number: 8.2
	Reviewed by/Reviewed Date: Sr. Exec 05/18/2020	Replaces:	Subject: COVID-19
Title: COVID-19 Daily Health Check		Approved: 05/18/2020	

Policy

 Procedure

 Guideline

POLICY

Based upon the California Governor’s Order and CalOsha guidance, preventative screenings will be mandatory effective May 24, 2020 until further notice for all employees. Employees who are teleworking are not required to complete the COVID-19 symptom screening unless they are interacting with the public through home visits or other in person public interactions.

DEFINITION

For the purposes of this guidance only, employee includes full time, part time, contract employees, trainees, volunteers, and other partner/contract staff who work in close proximity to County employees.

PROCEDURE

1. All employees must self-assess symptoms daily prior to coming to work. If an employee has any major symptoms or at least two other symptoms related to COVID-19, or are ill, they are not to report to work. Instead, they are to contact their supervisor and stay home and take care of themselves.
2. Employees physically reporting to the worksite, or employees who are teleworking and interacting with the public in person or conducting home visits are required to complete a Daily Health Check form within 15 minutes of their start time. This form can be found on Ollie>HR or a copy can be obtained through their supervisor. The employee will email their supervisor or back-up supervisor that they have completed their self-check certification and have no symptoms. At the end of the work week, each employee must submit the completed form to their supervisor.
3. If an employee is experiencing any of the main symptoms or at least two other symptoms, the employee must notify their supervisor and return home immediately.
4. Employees experiencing symptoms should follow the CDC Guidelines, “What To Do If You Are Sick”.
5. Supervisors are expected to ensure the employee has communicated that they have completed the Daily Health Check form each day. If an employee is experiencing symptoms and required to return home, please indicate “P” on the Employee Absence Tracker.
6. Supervisors shall submit all completed forms to CSA-HR@stancounty.com at the end of the work week.
7. To ensure employee privacy and confidentiality, all electronic and hard copies of these forms must be destroyed after they are submitted to HR. HR will save these forms similarly to other medical information. This will maintain compliance with all required laws related to medical information.