

April 3, 2020

### **PROCEDURE FOR ALL EMPLOYEES REPORTING TO A WORK-SITE**

In accordance with the Order of the Health Officer with the Fresno County Department of Public Health, Fresno EOC is complying with the request that all employers shall:

- i. On a daily basis, while conducting business, screen all employees for febrile respiratory illness.
- ii. Exclude from work all employees that report symptoms of febrile respiratory illness for seven days from the day that they are identified as having symptoms.
- iii. Direct employees excluded from work to isolate at home AND to notify all close contacts to quarantine themselves for 14 days from the last known contact with the patient.

To comply with this order the following guidelines are advised:

#### **Employees who are reporting to a work-site must:**

1. Complete the recommended COVID-19 Health Screening Questionnaire online before beginning **each** workday.
  - a. The questionnaire link can be found on the landing page of [ADP Workforce Now](https://workforcenow.adp.com/workforcenow/login.html) (<https://workforcenow.adp.com/workforcenow/login.html>) after logging in.
  - b. If using a shared device, sanitize the workstation that you are using to complete this survey.
2. If you are reporting any symptoms, you must notify your supervisor immediately and take protective measures to isolate yourself while awaiting direction.
3. It is recommended for staff to also complete the questionnaire at the end of **each** workday.

#### **Supervisors must:**

1. Ensure the COVID-19 Health Screening has been completed by staff reporting to a work-site.
2. Review submitted screenings received in email.
3. If a staff is reporting symptoms you should advise them to go home and self-isolate until they are asymptomatic for 3 days without the use of any medications, and it has been 7 days since the first day of the symptoms, whichever duration is longer. You may also advise them to notify all close contacts to quarantine themselves for 14 days from the last known contact with them.

Please contact your supervisor if you have any questions or concerns.