COVID-19 Daily Self-Screening Protocol

The purpose of this protocol is to describe the process for the daily health self-screening of employees that are on campus. This policy can be extended to contractors or visitors. NOTE: Workers engaging in specific types of work such as research and construction have their own protocols that must be followed and supersede this protocol.

All employees need to have an understanding of the symptoms associated with COVID-19 and must not report to work if they are exhibiting those symptoms or any signs of illness.

Individuals should self-screen for the information listed below. This can be accomplished through a variety of ways in the workplace such as daily emails, google forms, etc. A workplace does not need to document the responses but must demonstrate that they have implemented this protocol for their workers.

- Do you have any of the following symptoms?
  - Fever of 100.4 degrees or higher (a verbal confirmation of lack of fever is sufficient)
  - Chills
  - Shortness of breath or difficulty breathing
  - Cough (excluding chronic cough due to a known medical reason other than COVID-19)
  - Sore throat
  - Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)
  - Loss of sense of smell and/or taste

- Have you been in close contact in the last 14 days with an individual diagnosed with COVID-19?
  - Close Contact is defined as being within 6 feet (2 meters) of a COVID-19 positive person for more than 10 minutes; (close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case) or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

If an individual answers “yes” to either question above, they are not permitted in the workplace and should be instructed to seek medical advice or self-quarantine at home. See below:

- If symptoms are present, the employee must contact Occupational Health Services (OHS) Hotline at 734-764-8021 and select prompt 1. Refer to the COVID-19 Exposure Guidance for Staff and Supervisors for further information.
- Quarantine for 14 days since the last date of exposure if the employee had close contact with an individual diagnosed with COVID-19.

Note: 14 day quarantine period does not apply to Michigan Medicine, DPSS and UM-Public Health staff actively involved in the COVID-19 response (local or state).