Guidance for Essential and Returning Employees

### Employee Self-Screening for COVID-19
- Take your temperature in the morning and when you return home from work. Log those results and report any fever to your supervisor.
- Report any travel, exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, or dry cough to your supervisor.
- If the employee indicates any of these conditions, the supervisor must require that the employee stay home.

### In the Workplace
- Staff members must be at least 6 feet away from each other.
- No in-person meetings. If there must be an in-person meeting, it must be in a large room with attendees six-feet away from each other.
- Lunchrooms and gathering areas are closed.
- Visitors are not allowed.
- Sick employees must stay home.

### Continue Good Health Habits
- Wash hands with soap and water for at least 20 seconds. Keep a supply of hand sanitizer.
- Cover your cough.
- Clean all high touch areas in your home and workplace.
- Do not touch your eyes, nose or mouth with unwashed hands.