# 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 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, and the employee should seek guidance from their healthcare provider.

## In the Workplace

- **Staff members must be at least 6 feet away from each other.** Wear a cloth face covering if this is not possible.
- **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.**

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