COVID-19 Self-Screening Instructions for Employees

PLEASE PRINT OUT AND USE AS A REFERENCE WHEN CONDUCTING SELF-SCREENINGS!

☐ All faculty and staff members and contractors associated with Southern Methodist University are REQUIRED to conduct a COVID-19 Self-Screen every day before coming to work by taking their temperature and assessing various health symptoms. These symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0°F

☐ After screening for the symptoms listed above, if an individual believes that he or she may have new or worsening symptoms of possible COVID-19, he or she MUST stay at home, REPORT their absence to their supervisor, and COMPLETE SMU’s Health Form. If symptoms continue or progress, they should contact their health care provider for medical advice.

☐ Employees diagnosed with COVID-19 or experiencing new or worsening signs or symptoms listed above may not return to work until:

- At least 72 hours have passed since recovery from illness, as defined by absence of fever without the use of fever-reducing medications; AND
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND
- If the employee has symptoms that could be COVID-19, they must contact their health care provider and request a COVID-19 test. The individual must test negative for COVID-19 prior to returning to work. Limited COVID-19 testing will be available for employees at the Dr. Bob Smith Health Center; please call 214-768-2141 for additional information.

☐ Employees with known close contact to a person who is lab-confirmed to have COVID-19 are not allowed to return to work until the end of a 14-day self-quarantine period from the last date of exposure.

☐ ALL INDIVIDUALS CONSIDERED AT HIGHER RISK should work with their supervisors to determine an appropriate course of action. Employees should visit the CDC website to determine if they are considered to be at greater risk.

Please continue to adhere to the safe health practices of:

- Maintain social distancing – maintain 6ft. distance with other people
- Wash hands frequently, disinfect surfaces and frequently touched items daily (including workspaces, tools, door handles, etc.)
- Wear face-coverings

Your cooperation in conducting the daily self-screening and abiding by guidelines for staying at home and returning to work are important to making SMU a healthier and safer place for all.

Southern Methodist University
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