

Employee Screening Form Instructions



1. All employees must complete an Employee Screening Form.
2. All employees must be screened each day they enter the campus.
3. Campus leaders should keep all screening forms in a binder in alphabetical order.
4. For employees who have already been screened, pull out their original Employee Screening Form and fill out the bottom section: EMPLOYEE SCREENING CHART.
5. **If an employee answers YES to any of the following questions, this is an Automatic Denial of Entry. Please ask the person to immediately leave the campus.**
 - Traveled internationally in the past 14 days
 - Taken a cruise in the past 14 days
 - Been in close proximity to a suspected or confirmed case of COVID-19
 - Been exposed to anyone who has been or is quarantined
6. **If an employee is coughing, has shortness of breath, has flu-like symptoms, and/or a TEMPERATURE of 100.0 or greater, this is an Automatic Denial of Entry. Please ask the person to immediately leave the campus. Please advise the employee to see a doctor for flu testing and treatment. Please forward all doctor recommendations and results to campus leadership.**
7. If an employee has been exposed to anyone who had or has flu-like symptoms, but the employee does not have a fever or flu-like symptoms, they **can** return to work.
8. If an employee has a sore throat but does not have a fever, they **can** return to work.
9. Failure to abide by these guidelines can result in disciplinary action up to and including termination.
10. If an employee refuses to leave the campus:
 - Stress that we are following guidelines that have severely restricted who we are authorized to allow into our campus. This is not just a Trilogy decision!
 - Inform the employee that this is for our residents' safety, and that if they do not leave, you have been instructed to contact local law enforcement.
 - **Contact local law enforcement if the person remains or proceeds into campus.**
 - **If you contact law enforcement, inform law enforcement that you are acting under government emergency declaration and have a vulnerable population who could be in jeopardy.**
 - **Do not attempt to physically prevent the person from entering the campus or remove them from the campus.**
 - **Notify campus leadership that you have contacted local law enforcement.**