

All staff scheduled to report to the office for work are required by NYS to self-screen for symptoms of COVID-19 as a precautionary measure to reduce its spread. Responses to these questions are required to be submitted each day prior to arrival at the church and/or any church property where work is being performed.

An employee who answers **NO** to all the questions is eligible to come into the office that day. An employee who answers **YES** to any of these questions should not report to work and should contact his or her immediate supervisor.

Time spent completing the health screening should be recorded as time worked for non-exempt employees.

The church is required to maintain documentation of the completed health assessment data from each day for contact tracing purposes. All data will be kept confidential. Any employee who enters the work location and does not complete the screening that day will be sent home and be subject to disciplinary action up to and including termination of employment.

It is recommended that any visitors complete these questions if they will be on site for an extended period of time (generally greater than 10 minutes). Mail and delivery personnel are not required to complete the screening. A visitor log should be kept – name; date; purpose of visit (or who meeting with); time in/time out.

1. Have you been diagnosed with COVID-19 in the last 14 days?

- Yes
- No

2. Is there anyone in your household who is ill or has been diagnosed with COVID-19?

- Yes
- No

3. Have you been in contact with anyone who is ill, shown symptoms, or has been diagnosed with COVID-19?

- Yes
- No

4. Do you currently have a temperature above 100.4 F?

- Yes
- No

5. Are you experiencing any of the following: new cough, shortness of breath/difficulty breathing, sore throat, new muscle aches or headaches, gastrointestinal symptoms (i.e. diarrhea, vomiting, etc.), chills or repeated shaking with chills, or a new loss of taste or smell?

- Yes
- No

6. Enter your name below. This will serve as your acknowledgement that you have read the information above and that the answers you have provided are accurate to the best of your knowledge.