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Manager's Toolkit

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Manager's Toolkit

What do I do if an employee reports that they are feeling unwell?

If an employee reports to you that they are not feeling well, you should screen them with the following questions. If they answer yes to any single question, stop the screening and advise them to stay home or leave work. If they answer no to all of the questions, follow your normal procedures for the situation.

Have you recently had a fever or chills or sweats?	Yes	No
Do you have any new respiratory symptoms (ex. cough, shortness of breath, sore throat)?	Yes	No
Do you have any new GI symptoms (ex. Nausea, vomiting, diarrhea)?	Yes	No
Have you recently lost your sense of smell and/or taste?	Yes	No
Have you recently had any new fatigue, headache, or muscle pain?	Yes	No
Have you been in close contact with anyone diagnosed with or with symptoms of coronavirus/COVID-19 and have been told to self-quarantine?	Yes	No

If the employee answers yes to any single question above, follow these directions:

1. Send the employee home or advise them not to come to work.
2. Close off their work area/office, if possible, to limit access.
3. DO NOT share with others in the department any medical information that has been shared with you through this screening.
4. Notify the CARES Center that an employee has gone home ill and may need information about available leave. Please include the last time the employee was on campus and their specific workspace. A CARES Team member will then reach out to the employee regarding available leave options.
5. Custodial Services will clean normally unless there is a confirmed positive case. A specialized cleaning will take place if deemed appropriate by the Georgia DPH guidance.
6. If there is a confirmed positive case of an employee or student, the Georgia Department of Public Health will notify individuals who may need to take actions to self-quarantine.