



WELCOME BACK!

YES

Are you wearing a mask?

NO

Proceed to
Temperature
Thermometer

Pick up an available face covering.
If you cannot locate a face covering,
call your supervisor and return once
you have a face covering.

Stand 4 – 6 inches away with sensor
directed towards forehead.

UNDER 100.4 degrees
GREEN LIGHTS
will flash

100.4 degrees or higher
RED LIGHTS
will flash and display
will read "HI"

If no temperature is given
– step away and then
re-approach thermometer
to activate sensor.



Proceed to your
workstation and complete
self-screening on
your computer.

Wait a few minutes and
re-take your temperature

If your temperature
displays "HI" twice

Go home;
do NOT work;
call your supervisor &
call your medical provider.

Leaves

First day of fever or other
COVID-19 symptoms –
employee will be in a paid
status and no leave time will
be utilized.

Subsequent day(s) of fever or
other COVID-19 symptoms
– employee will use personal
sick leave. Employee may
qualify to use FFCRA leave.
Employee must submit VOA
and check "sick" leave.

Check in daily with
supervisor, until you are able
to return to worksite.