



# 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.