



Employee Self-Check Health Screening

Employees are being asked to regulate their health at least once every 24 hours prior to reporting to work based on [CDC guidelines](#).

Please refer to the following questions:

1. Have you had any of the following symptoms since your last day at work or the last time you reported to work:
 - Fever (100° F or higher)
 - A new cough
 - Shortness of breath or difficulty breathing
 - Sore throat
 - New muscle aches or headache
 - Gastrointestinal symptoms (i.e. diarrhea, vomiting, etc.)
 - Chills or repeated shaking with chills
 - A new loss of taste or smell

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

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

Employees who are sick are asked to stay home. If you are experiencing symptoms listed in question 1 or answered “Yes” to questions 2 or 3, do not report to work. Please follow established reporting protocols to inform your supervisor that you will be taking an appropriate accrued leave.

The decision to stay home if an employee is sick is for the benefit of all BPS employees. Following this new way of work will help mitigate the spread of the COVID-19 virus to ensure we are all doing our part to maintain a safe and healthy work environment.