

# Daily Self-Screening Protocol

## Tasks



- Daily Self-Screening protocol is distributed to all employees for voluntary, home self-screening
- HR team prepared to receive inquiries or reports of symptomatic employees prior to “shift”



[Click Here for CDC's Self Symptom Checker](#)

**The Daily Self-Screening Protocol is in place to try and prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection.**

- If the employee does not recognize symptoms in their Daily Self-Screening and:
  - If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
  - If the employee is deemed symptomatic during the employee's “shift” or after the employee has spent any time in the facility (after the On-Site Health Screening), reference the Isolation Protocol.
- Reference the Self-Quarantine and Return to Work Protocol for employees who are confirmed positive for COVID-19 by a medical professional.

## Behavioral Best Practices



- Introduce a new office handshake/hug that is touchless.
- You can bow, clasp your hands in front of your chest, or put your hand over your heart as some men and women do in cultures that frown on physical touch.
- Keep it light – don't carry things from home to the office.
- Reduce the chance that a contaminated surface travels with you.
- Clean off all the desks and maintain a clean workspace.
- Make sure nothing comes in contact with your desk that you do not need.
- Don't carry around your laptop in the office or at home.
- Keep it stationary and use your laptop rather than a separate keyboard and mouse.
- Use your cell phones and abandon desktop phones where possible. Desktop phones have proven to be one of the highest risk areas for surface transmission.
- This sounds simple, but don't have deliveries sent to the office (amazon, magazines, mail, etc.).

1. This content has been informed or adapted from CDC and WHO guidelines, from online conversations with the Venture and Business Community, publicly available information, including original content in the [Safe Work Playbook by Lear Corporation](http://www.ngkf.com/) and [www.lifelabslearningcorporation.com](http://www.lifelabslearningcorporation.com), Newmark Knight and Frank <http://www.ngkf.com/> and generously shared online.
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