

Software BOTS Inc. -- COVID-19: Workplace Preparedness

This guidance is intended for screening of employee prior to the start of the workday. *It is not intended for people confirmed or suspected COVID-19, including persons under investigation. Individuals with confirmed or suspected COVID-19 should follow the guidance found here.*

Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

Ask employees reporting to work the following questions:

Do you have any of the following?

- Fever
- Shortness of breath (not severe)
- Cough
- Chills
- Headache
- Muscle pain
- Sore throat
- New loss of taste or smell
- Repeated shaking with chills
- Are you ill, or caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). In the two weeks before you felt sick, did you:

- Have contact with someone diagnosed with COVID-19?

- Live in or visit a place where COVID-19 is spreading? Considering implementing a daily health screening check point and log for all employees entering the workplace.

If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself. Note: This is an emerging, rapidly evolving situation. Information in this document is current as of June 4, 2020.

WAYS TO MANAGE HEALTH AT HOME

- Stay home from work and away from other public places. If you must go out, avoid using any kind of public transportation, ride sharing, or taxis.

- Monitor your symptoms. If your symptoms get worse, call your healthcare provider immediately. For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19. • Remember to get rest and stay hydrated, cover your cough and sneezes, wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

- If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.

- As much as possible, stay in a specific room, away from other people in your home and use a separate bathroom, if available. If you need to be around other people, wear a face mask if you are symptomatic. Avoid sharing personal items with others like dishes, towels, and bedding.

- Clean all surfaces that are touched often, like counters, tabletops, and doorknobs.

Use household cleaning sprays or wipes according to the label instructions.

Self-checker link: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

Guidance on Preparing Workplaces for COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>