



COVID-19 Daily Self- Monitoring Checklist

All employees scheduled to work on campus are required to complete this daily self-monitoring checklist before reporting to work. **If you reply YES to any of the questions in the checklist, stay home and follow the steps outlined below:**

- Do you have a **Fever** (temperature of 100.4 F or higher) without having taken any fever reducing medications?
- Do you have **Chills**?
- Do you have a **Cough**?
- Do you have **Shortness of Breath or Difficulty Breathing**?
- Do you have **Congestion or a Runny Nose**?
- Do you feel **Fatigued**?
- Do you have **Muscle Aches**?
- Do you have a **Sore Throat**?
- Do you have a **Headache**?
- Do you have a **New Loss of Smell or Taste**?
- Have you experienced any gastrointestinal symptoms such as **nausea/vomiting, diarrhea, loss of appetite**?
- Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

If you reply YES to any of the questions in the checklist, STAY HOME and follow the steps below:

1. Call your supervisor.
2. Call your healthcare provider for guidance on testing/medical care.
3. Call or email Kay Faircloth in Human Resources (jfaircl6@uncfsu.edu or 910-672-2461) **If you have tested positive** for COVID-19. You will be asked to provide verification of the positive test result.
4. Call or email Kay Faircloth in Human Resources for questions regarding available leave for COVID-19 related absences (jfaircl6@uncfsu.edu) or 910-672-2461).

If you start feeling sick during your shift, notify your supervisor, go home, and follow steps 2 and 3 above.

If you are sick with COVID-19 or believe you might have it, you should stay home. You may return to work when you provide a note from your healthcare provider returning you to work.