

Employee Health Check-In Reference Tool

All employees are required to answer the questions below every workday, unless they exclusively work remotely or are taking approved time off. Ideally, employees will complete the Health Check-In online at <https://healthcheck.uvm.edu/employee>. This printed reference tool is provided in the event that an employee may need to answer these questions over the phone with their supervisor or designee.

If an employee **does not** have access to the online form, they must call their supervisor to go over these questions before reporting to work. If this **Employee Health Check-In Reference Tool** is used, supervisors are required to record and retain their employee responses.

Employee's Name	Department	Contact Phone
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Questions:

1. Are you planning on coming to a UVM facility today? **YES or NO**
2. In the past 72 hours, have you developed any of the following symptoms that cannot be attributed to a pre-existing condition? **YES or NO**

Cough — Shortness of Breath or Difficult Breathing — Sore Throat
New Loss of Taste or Smell — Fever or Chills*

**Fever is defined as subjective fever (feeling feverish, or experiencing fatigue, chills, muscle aches, headache), or a measured temperature of 100.4°F (38°C) or higher.*

3. In the past 72 hours, have you developed any of the following symptoms that cannot be attributed to another condition? **YES or NO**

Fatigue — Headache — Nausea or Vomiting — Diarrhea
Muscle or Body Aches — Congestion or Runny Nose

4. Today or in the past 14 days, have you been in **close contact** with a person who has, or is suspected by a medical professional to have, COVID-19? **YES or NO**

**Close contact is defined as being less than six feet from an infected person for at least fifteen minutes without medically appropriate PPE.*

5. Have you traveled outside Vermont in the past 14 days for **non-essential** reasons? **YES or NO**

**Essential travel includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, or to perform work for businesses that are currently allowed to operate.*

PRIVACY INFORMATION: Privacy laws prohibit UVM from disclosing certain personal or medical/health information to anyone without a need to know. In the interest of public safety and to protect the UVM community, responses to your daily symptom check will be available to the person to whom you are instructed to submit this information. Your responses may also be available to others, including select members of the Health & Safety Committee, who have a legitimate need to know. However, the use of this information is limited only to those with a responsibility to keep the workplace safe. Any additional access, use or disclosure is prohibited.

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Instructions for Determining Return-to-Work Status:

If an employee answers NO to questions 2, 3, 4, and-5, they are cleared for in-person work today.

If an employee answers YES to one or more of questions 2, 3, and-4, they may be at risk for having COVID-19 and must take the following steps:

- Inform their supervisor that you will not be able to work from a UVM facility today.
- Contact their healthcare provider for further evaluation.
- They must not return to a UVM facility until they have been cleared by a healthcare provider.
- Employees are eligible for on-campus COVID testing. They should contact the COVID Information and Service Center at 656-1010 for further information about on-campus COVID testing.

If an employee answers YES to question 5 and they traveled outside of the United States (including Canada) or to a county that has 400 or more active COVID-19 cases per million, they may have been exposed to COVID-19 through recent travels and must self-quarantine. They may not work at a UVM facility until they have completed either a 14-day quarantine OR a 7-day quarantine followed by a negative test result.

If an employee answers YES to question 5 and they traveled to a COUNTY in the northeastern United States that has less than 400 active COVID-19 cases per million, and they answered NO to questions 2, 3, and 4, they are cleared for in-person work today.

If an employee answers YES to question 5 and they are unsure whether the county has less than 400 active COVID-19 cases per million, they may need to self-quarantine. They must take the following steps:

- Inform their supervisor that they may not be able to work from a UVM facility today.
- Contact the Vermont Department of Health at 802-863-7240 for next steps.

For an updated list of COUNTIES in the northeastern United States and the number of active cases per million, visit <https://accd.vermont.gov/covid-19/restart/cross-state-travel>.

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