Manual Daily Health Check

Name: ____________________________ Date: ______________

Update your status today

DIAGNOSIS

___ Have you been diagnosed with COVID-19 since your last update?
Y/N

___ If yes, when were you most recently diagnosed? ____________________________
Y/N

EXPOSURE

___ In the last 14 days, have you been in close contact (within 6 feet for longer than
15 minutes) to a person diagnosed with COVID-19?
Y/N

___ If yes, when were you most recently exposed? ____________________________

SYMPTOMS

Are you ill today with COVID-19 like symptoms?

___ Fever of > 100.4 on two occasions 5 minutes apart
Y/N

___ New shortness of breath or difficulty breathing (not from a chronic or known condition)
Y/N

___ New loss of taste or smell
Y/N

If you answer yes to any of these questions, you should contact the Wellness Center or your own medical provider for guidance.
Process for Manual Daily Health Check

Consistent with the policies and procedures for return to work at the university of Notre Dame, all faculty and staff must complete a daily health check to ensure they are medically able to perform their duties. Those individuals that do not have access to the electronic daily health check must still complete the health check. This will be done using a manual form, following the procedures outlined below.

Manager responsibilities
Managers are responsible for establishing a secure location for daily health checks that include: the approved form, forehead thermometer, sanitizer wipes, hand sanitizer, and gloves. This secure location should be staffed by a member of the team that can help employees complete the daily health check and secure the manual form.

Completed forms must be kept in a secure location with the manager. Forms will be destroyed bi-weekly and no further copies of those daily health checks will be held by the university.

Employee responsibilities
Each employee reporting to work must complete the manual daily health check at the beginning of their shift prior to being released to work. They should report to the secure location identified by the manager/supervisor using the following procedures:

1. Employees enter their workplace with a mask on and will be greeted by a team member.
3. If an employee does not have a thermometer at home, one will be available for them at the workplace to complete the form.
4. The Daily Health Check forms are placed in a secure area with the managers. Forms will be destroyed bi-weekly.