

COVID-19 Screening Sample Policy

with Employee Self-Certification Notice

ProService HAWAII
EMPLOYEE COVID-19 CERTIFICATION NOTICE

The safety of our employees is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the potential risk of exposure to our teammates and prevent the spread of the coronavirus, **BEFORE ENTERING THE WORKSITE, PLEASE READ THIS NOTICE CAREFULLY. IF YOU DISAGREE WITH ANY OF THE REPRESENTATIONS BELOW, DO NOT ENTER THE WORKSITE AND CONTACT YOUR HR MANAGER IMMEDIATELY FOR FURTHER INSTRUCTIONS.**

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you, your teammates and our clients and vendors. If you have any questions or concerns about this notice, please contact your HR Manager.

BY ENTERING THIS WORKSITE, YOU ARE AFFIRMING AND REPRESENTING THAT:

Representations	
1	You have NOT tested positive for COVID-19, or you are NOT presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms.
2	You have NOT been tested for COVID-19 or waiting to receive test results.
3	You are NOT currently experiencing, or have NOT experienced any of the following symptoms in the last 14 days: <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> Fever of 100.4° F or higher <input type="checkbox"/> Chills <input type="checkbox"/> Muscle pain <input type="checkbox"/> Sore throat <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Nausea, diarrhea, vomiting
4	You have NOT , in the past 14 days, been in close contact to anyone who experienced any of the above symptoms or has experienced any of the above symptoms since your contact.
5	You have NOT , in the past 14 days, been in close contact to anyone who has tested positive for COVID-19.
6	You are NOT subject to any Hawaii state or country travel quarantine order.

This is NOT for medical/health care workplaces and offices, which require more stringent protocols.
Employee COVID-19 Certification Notice | 1/6/20 2:00

If the COVID Navigator is not a good fit for your business right now, here are some best practices for using a paper self-certification process for your workforce.

Ensure all employees know your COVID-19 Safe Workplace Policy

Having a COVID-19 Safe Workplace Policy and ensuring your employees are familiar with this policy is key in establishing your new workplace “norms” and expectations during this pandemic. It promotes healthy, safe and sustainable workplace relationships and helps protect employers from claims that you are not addressing concerns over COVID-19 in the workplace. Click [here for a sample policy](#) you can use and tailor to your workforce. The sample policy also contains best practices in requiring your employees to use a paper self-certification notice.

Ensure all employees have access to an Employee COVID-19 Self-Certification Notice

Employers must create a safe working environment that gives employees confidence to return to work and customers confidence to engage. Review hygiene and safety best practices with your employees and require employees to self-certify that they're healthy before each shift or traveling to the workplace/worksite. [Click here for a sample self-certification notice.](#)

What steps should be taken if an employee has been exposed to COVID-19 or exhibits symptoms?

If your employee informs you or another designated person in your company of potential exposure to someone infected with COVID-19 or is symptomatic, you should immediately ensure the employee does not go to work and talk to the employee to ask for more information about their specific circumstances and/or symptoms. If you become concerned that the employee represents a safety concern, advise your employee to consult their healthcare professional to determine whether they should get a test or to self-monitor at home. For more detailed information on what to do if your employee tests positive for COVID-19 or other common workplace scenarios related to COVID-19, please click [here](#) and [here](#).

Questions about COVID-19 and prevention strategies?

Check out our website at proservice.com/coronavirus to learn more.