[Insert Date]

[Insert First Name] [Insert Last Name]

[Insert Home Address]

[Insert City, State, Zip Code]

Re: **Employee Health Screening Procedures**

Aloha [Insert Employee Name]:

Effective [Insert Date], as a precautionary measure and to reduce the potential spread of the coronavirus, we will be asking all employees to be screened for respiratory symptoms and to have their body temperature taken prior to the start of their shift.

Upon arriving to work, all employees are asked to report to [Insert Location] prior to entering any other areas of [Insert Company Name] property. Individual screenings will be held privately by [Insert Name or Position] using a touchless forehead/ temporal artery thermometer. Please rest assured that all records and documented questions to answers will be held confidential and maintained as a private medical record.

For nonexempt employees, the time spent waiting on the health screening process should be recorded as time worked.

**An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact his or her immediate supervisor for further direction.

Any employee that presents signs of a fever at or above 100.4 degrees Fahrenheit, or who may be experiencing non-allergy coughing or shortness of breath, will be sent home. The employee should monitor his or her symptoms and call a doctor (or use telemedicine) for symptom treatment.

To ensure the health and safety of the workplace, an employee may return to work when:

* He/She has been fever-free for three (3) days without taking medication to reduce fever during that time; AND
* Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND
* At least seven (7) days have passed since the symptoms began.

Any consideration of an earlier return to work may be available only if confirmed in writing by a doctor, releasing the employee to return to work.

Thank you for your understanding in helping us to maintain a safe and healthy workplace during this pandemic. Should you have any questions or concerns, please reach out to [Insert Contact Name] at [Insert Contact Number].

Sincerely,

[Insert Employer Name]

[Insert Employer Title]