

Oakland University

COVID-19 Preparedness and Response Plan – Daily Screening Process

Effective May 7, 2020 at 3:00 p.m., per the State of Michigan Executive Order 2020-77 11 (g), businesses operations, and government agencies that remain open for in-person work must, at a minimum adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

In compliance with this Order all employees must complete the daily screening process by answering the Self screening questions and taking their temperature. The process can be completed via computer, tablet or smart-phone. These submissions are confidential and will be monitored daily by the Director of the Graham Health Center.

Note: A supervisor may opt to implement a manual system for which the Self-screening Daily Checklist Form may be utilized (link location TBD). It is the supervisor’s responsibility to screen these forms. In the event of a ‘YES’ response to any of the Daily Self Screening Questions, the supervisor must make the appropriate notifications to the Director of Graham Health Center. Employees using a manual system should not report to work if they anticipate answering “yes” to any of these questions.

Daily Self Screening Questions:

1. Have you had any close contact in the last 14 days with someone diagnosed with COVID-19?
2. Do you have any of the following symptoms?

Fever of 100 F or 37.8 C or higher	Y	N
Cough (or change in chronic cough)	Y	N
Shortness of Breath	Y	N

If Yes to Question #1: Self-Quarantine Process

Employees must remain off the property for 14 days after the last exposure to someone diagnosed with COVID-19. Contact Graham Health Center for further instructions.

If Yes to Question #2: Self Isolation Process

Employees must remain off the property if COVID-19 symptoms (fever, cough, shortness of breath) are present and not return until cleared by their health care provider or Graham Health Center. Refer employee to Return to Work Following Illness/Exclusion protocol for clearance guidelines.

Resources/Links:

- [Symptoms of COVID-19 Poster \(CDC\)](#)
- [Stay Home If You Are Sick Poster \(Oakland County\)](#)
- Self-Screening Checklist for Employees
- Electronic self-check
- [Self-monitor, Quarantine, and isolation](#)