

Employee & Visitor Self-Screening Checklist

The safety of our employees and visitors is our primary concern. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and cooperation.

I am a(n) Employee Visitor

Contact Information

Name: _____ Email: _____

Date: _____ Time: _____ Mobile Number: _____

Visitor's Company Name: _____

Visitor's Title (if applicable) _____

Name of NKCDC Host: _____

A recorded temperature at or above 100.4°F and/or a YES response to the symptoms in Question 2 will result in access to the office being denied.* These self-reported symptoms are outside of any known chronic illness, such as (COPD, emphysema, Lyme Disease, etc.) the respondent may already have.

- Recorded Temperature (required) _____ °F
- Are you showing any signs of one or more of the following symptoms?
Temperature > 100.4°F (if at or above, leave immediately) Yes No
Cough Yes No
Shortness of breath Yes No
Difficulty breathing Yes No
Tiredness Yes No
Loss of smell or taste Yes No
- Is the information you provided in this form true and correct to the best of your knowledge? Yes No

**If there has been any YES response to the Self Screening Checklist not related to a pre-existing illness, please advise the visitor to leave the premises immediately, notify the appropriate NKCDC host or supervisor, and HR. Cleaning staff should disinfect any common surfaces touched by the person.*

All visitors are expected to comply with office signage and follow guidelines on social distancing:

- Staying 6 feet away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding the touching of surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.