



Office of Risk Management &
Dr. Bob Smith Health Center

COVID-19 Self-Screening Instructions for Employees

PLEASE PRINT OUT AND USE AS A REFERENCE WHEN CONDUCTING SELF-SCREENINGS!

- All faculty and staff members and contractors associated with Southern Methodist University are **REQUIRED** to conduct a **COVID-19 Self-Screen** *every day before coming to work* by taking their temperature and assessing various health symptoms. These symptoms include:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0°F
- After screening for the symptoms listed above, if an individual believes that he or she may have new or worsening symptoms of possible COVID-19, he or she **MUST** stay at home, **REPORT** their absence to their supervisor, and **COMPLETE SMU's Health Form**. If symptoms continue or progress, they should contact their health care provider for medical advice.
- **Employees diagnosed with COVID-19 or experiencing new or worsening signs or symptoms listed above may not return to work until:**
 - At least 72 hours have passed since recovery from illness, as defined by absence of fever without the use of fever-reducing medications; AND
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), AND
 - If the employee has symptoms that could be COVID-19, they must contact their health care provider and request a COVID-19 test. The individual must test negative for COVID-19 prior to returning to work. Limited COVID-19 testing will be available for employees at the Dr. Bob Smith Health Center; please call 214-768-2141 for additional information.
- Employees with known close contact to a person who is lab-confirmed to have COVID-19 are not allowed to return to work until the end of a 14-day self-quarantine period from the last date of exposure.
- **ALL INDIVIDUALS CONSIDERED AT HIGHER RISK** should work with their supervisors to determine an appropriate course of action. Employees should visit the [CDC website](#) to determine if they are considered to be at greater risk.

Please continue to adhere to the safe health practices of:

- Maintain social distancing – maintain 6ft. distance with other people
- Wash hands frequently, disinfect surfaces and frequently touched items daily (including workspaces, tools, door handles, etc.)
- Wear face-coverings

Your cooperation in conducting the daily self-screening and abiding by guidelines for staying at home and returning to work are important to making SMU a healthier and safer place for all.

Southern Methodist University

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