



COVID-19 SELF ASSESSMENT FOR PERSONNEL (EMPLOYEES, CONTRACTORS, VOLUNTEERS) GUIDANCE

Updated on 6/5/2020

INTRODUCTION

There is significant community transmission of COVID-19 within Alameda County. The Alameda County Shelter in Place Order requires Alameda County residents to still stay home as much as possible, wear face coverings, frequently wash hands, stay home when feeling ill, get tested if exposed, and follow the other precautions that have helped our region make such outstanding progress to slow the spread of COVID-19.

The Alameda County Health Officer is carefully tracking data related to the spread of COVID-19 in our County and is taking a measured approach to reopening businesses and activities.

For information about the County Health Officer Orders visit [here](#). For a list of businesses and activities allowed to reopen in Alameda County visit [here](#).

YOUR EMPLOYER'S RESPONSIBILITY

Businesses allowed to reopen in Alameda County are required to create a Site-Specific Protection Plan detailing how the business will prevent and control COVID-19 transmission. The required plan is located [here](#). As part of that plan, employers must provide training to employees and volunteers on how to limit the spread of the virus, including how to screen yourself for symptoms or possible exposure.

YOUR RESPONSIBILITY

The purpose of this document is to explain the requirements for personnel (employees, contractors, volunteers) of essential businesses and other businesses permitted to operate to assess whether they have been exposed to COVID-19 or have COVID-19 symptoms.

Every day that you work, you must answer the questions in the self-assessment and may be required to provide the answers to your employer before you start your shift in person or via phone or other electronic means.

If you answer **Yes** to any of the questions on self-assessment, you must inform your employer and **do not go into work**. Contact your usual health care provider for further advice. If you do not have a health care provider or for more information about COVID-19 Testing and what to do if you have COVID-19, visit [here](#).

RESOURCES FOR EMPLOYEES

If you and/or your household are affected by COVID-19, you may be eligible for specific benefits and protections, regardless of length of employment, immigration status or other factors. You can find information and referrals about worker rights and protections, paid time off, unemployment assistance, and other COVID-19 -related employment assistance [here](#).



PERSONNEL COVID-19 SELF ASSESSMENT

PART 1: ANSWER THESE QUESTIONS

You must answer the following questions before starting your work every day that you work. You may be required to provide the answers in person or via phone, email, or other electronic means to the business before the start of each shift. If any answers change while you are at work, immediately notify your supervisor by phone, e-mail, or from 6 feet away and leave the workplace.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
 Yes No
2. Do you live in the same household with, or have you had close contact* in the past 14 days with someone who has been in isolation for COVID-19 or had a test confirming they have the virus?
 Yes No
3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by a reason other than possibly having COVID-19?
 - Fever, Chills, or Repeated Shaking/Shivering
 - Cough
 - Sore Throat
 - Shortness of Breath, Difficulty Breathing
 - Feeling Unusually Weak or Fatigued
 - Loss of Taste or Smell
 - Muscle pain
 - Headache
 - Runny or congested nose
 - Diarrhea
 - Nausea and vomiting Yes No

* "Close contact" is defined as living in the same house, being an intimate partner, being a caregiver, or being within 6 feet of an individual for longer than 15 minutes who has COVID-19.

PART 2: NEXT STEPS

- If you answered **YES to Question 1:** Do not go to work.
Follow the Isolation Steps at: <http://www.acphd.org/2019-ncov/resources-residents/quarantine-and-isolation.aspx>
- If you answered **YES to Question 2:** Do not go to work.
Follow the Quarantine Steps at: <http://www.acphd.org/2019-ncov/resources-residents/quarantine-and-isolation.aspx>



- Do not return to work if you answered **YES to Questions 1 & 2** until you meet the criteria to return back to work at: <http://www.acphd.org/media/568880/acphd-covid-19-release-from-iso-or-quar-and-return-to-work-criteria-english.pdf>
- If you answered **YES to Question 3: Do not go to work.**
You may have COVID-19 and should contact your physician for evaluation and further instructions. Your physician will decide whether you should be tested for COVID-19. If you don't have a physician visit [here](#) for COVID-19 testing locations and/or follow the return to work guideline [here](#).