Employees who are **required to report to their workplace** during **Phase 1 and 2 of Reopening** shall thoughtfully and honestly answer the health screening questions before they leave for work. It is **not** necessary for the answers to be recorded. The screening questions will determine if the employee has symptoms of illness and should stay home to avoid exposing co-workers and others in the community.

**Health Screening Questions**

1. Since you last came to work, have you had any of the following **NEW** or **UNUSUAL-FOR-YOU** symptoms?
   - Fever of 100.4 or above, or possible fever-like symptoms like alternating chills and sweating
   - Frequent cough (not smoker’s cough or your normal seasonal allergies)
   - Trouble breathing, shortness of breath, or severe wheezing
   - Muscle or body aches that are not exercise related
   - Sore throat
   - New loss of smell or taste
   - Headache

2. Have you or anyone in your household tested positive for COVID-19?

3. Does anyone in your household have symptoms of COVID-19?

4. Since you last came to work have you traveled internationally?

Employees who answer “no” to all the questions should come to work as scheduled.

**If the answer to any of the questions 1 – 3 is YES:** stay home, notify your supervisor that you will be out sick, and then contact your healthcare provider and follow their advice. Guidance on available leave options is available on the [COVID-19 website](https://www.cdc.gov/coronavirus/2019-ncov/index.html). Employees whose unit requires them to have a Duty Disposition Report (DDR) to return to work will be responsible for ensuring that the medical documentation is emailed to [OHS-MedicalReview@si.edu](mailto:OHS-MedicalReview@si.edu). Occupational Health Services will manage and send DDRs during business hours only from 8:00am – 4:00pm EDT Monday through Friday.

**If you test positive or are diagnosed by your healthcare provider with COVID-19,** follow the [instructions for reporting a positive test result](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

**If the answer to question 4 is YES:** stay home for 14 days in accordance with [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/index.html). Guidance on telework and leave options is provided in the [Telework & Leave FAQs under Enhanced Telework Status during Reopening Phase 1 and 2](https://www.si.edu/coronavirus/telework). (See Exposure Situation #6 in the chart on page 2.)