

All,

**Effective Tuesday, October 6**, all employees reporting to work at the ESC's Central Office, Glenmont Office, North Office, Integrity/Ventures II Office and Ventures Academy buildings are asked to prescreen for respiratory symptoms as a precautionary measure to reduce the spread of COVID-19 within the organization.

Each employee will prescreen themselves prior to reporting to work using the [QuickScreen tool](#). Within two hours prior to entering the building, employees are asked to complete the Quickscreen self-assessment questions which will be documented and maintained in a confidential medical file. Quickscreen is available on the ESC's [Staff web page](#) as well as the [ESC HUB app](#).

### [See Quickscreen](#)

An employee who has assessed themselves and receives a GREEN screening result is permitted to enter the building.

An employee who has assessed themselves and receives a RED screening result should stay or go home and self-quarantine. The employee should monitor their symptoms and call a doctor or use telehealth services if concerned about their symptoms. Please contact your immediate supervisor if you get a RED screening result.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least fourteen (14) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing. An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

The Quickscreen questions are for new symptoms that a person has not had before and not for chronic medical conditions. The ESC cannot determine if symptoms are due to allergies or not. That is a medical diagnosis. It is recommended that individuals talk to a doctor or telehealth service to determine if symptoms are due to chronic medical conditions.

Thank you for your cooperation.