



Protocol for Employee Daily Self-Monitoring Questionnaire

Before leaving home for work, all employees should check for symptoms using the [Self-Monitoring Form](#). Anyone who is experiencing any symptom(s) indicated on the screening checklist **must not come to campus**. Instead, such persons should contact the NCAT Student Health Center and follow the steps below. (This requirement does not apply to persons with symptom(s) known to be attributable to an existing condition unrelated to COVID-19 infection).

1. Employee should call their supervisor.
2. Employee should call the Student Health Center (SHC) at (336)334-7880. Employee can also contact their own personal physician.
 - Provide Health Center with Banner number and additional information.
 - Employee will be advised that they will require COVID clearance before returning to work.
 - Employee will be sent a COVID Clearance note to be signed by their healthcare provider.
3. Employee must fill out COVID [Isolation Form from HR](#). The university will use this information to make a determination if additional cleaning and other response actions need to be taken on campus. Your personal information will be kept confidential.

Any individual who has tested positive for COVID-19, who has been referred for testing or who is awaiting test results, NCAT Student Health Center the Employee should not report to work until cleared by NCAT Health Center.

Returning Back to Work:

1. Must provide proper documentation to HR.
2. A provider from the Student Health Center will call the employee and provide clearance note for returning back to campus.
3. Once cleared, employee should advise their supervisor of their return-to-work status.

Forms:

[Self-Monitoring Form:](#)

Take the daily Self-Assessment Survey.

These symptoms are currently associated with COVID-19 infection:

- Fever, cough, and shortness of breath or difficulty breathing
- Chills, repeated shaking with chills, and muscle pain
- Headache
- Sore throat
- Loss of taste or smell

[Self-Isolation Form:](#)

- I have symptoms but have not been tested.
- I have been tested but have not received results yet.
- I have been tested and the results are positive.
- I have been tested and the results are negative.
- I have been diagnosed with COVID-19 but have been told, I will not be tested at this time.
- Someone in my household has been tested or has tested positive.
- Other

Positive Result:

NCAT Student Health Center has a protocol in place for positive test results and will partner with the local health department.