WKU COVID-19 Daily Health Check Procedure

Description:

This procedure is designed to comply with recommendations of the U.S. Centers for Disease Control and Prevention and the requirements set forth by the Governor of the Commonwealth of Kentucky by Executive Order in the publication Healthy at Work – Reopening Kentucky for Daily Temperature and Health Checks.

Scope:

This procedure is applicable to all WKU employees, including student workers, contractors, or vendors who work or conduct business on WKU properties.

In addition, it applies to visitors who enter WKU property indoors or outside where they have the potential for close contact (less than 6 feet) to WKU Faculty, Staff, Students, or others.

Application/ Administration:

The health check provisions including temperature check may be conducted prior to employees or others reporting to campus. In certain situations, leaders may require the completion of the checks at an on campus setting. In these cases a touchless thermometer, certified for human medical use should be maintained for those purposes.

Documentation of Findings:

As a rule, the validation of temperature and health check questions should be used as a point in time evaluation for persons prior to their reporting for work or other activities on WKU Properties.

The documentation and retention of personal medical information may require compliance with privacy and communication provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). If retention of data for specific operations is required, each affected person should be ask to maintain a personal log to safeguard their privacy.

If planning to collect data for a group of employees or others the WKU Office of the General Council should be contacted to provide direction on compliance with applicable requirements.

COVID 19 Health Checklist:

The checklist document included with this procedure is designed to comply with regulations and guidelines in place as of May 11, 2020. It is subject to change based on the evolving nature of the COVID 19 Pandemic.

It should be used as a guide for individuals to assess the presence of potential symptoms of the COVID- 19 Virus in employees and others.

WKU COVID-19 Daily Health Checklist

Please review the checklist every day before reporting to campus.
If you have any of the following conditions,
STAY HOME and contact your supervisor.

- [ ] **A fever (a temperature above 100.3 F)**

- [ ] **A cough**

- [ ] **Shortness of breath**

- [ ] **Muscle aches or chills**

- [ ] **Sore Throat**

- [ ] **Diarrhea/vomiting**

- [ ] **Loss of taste or smell**

- [ ] **You or anyone you have been in close contact with has been diagnosed as having COVID-19 or placed on quarantine**

- [ ] **You have been asked to self-quarantine by a medical professional or local public health official**