



# Daily Wellness Check Protocol

For those University of Arizona Departments that institute a daily wellness check, every employee in that department upon arriving at the University will be expected to first check in at their Department's Wellness station before going to their work location. This check-in is required at the beginning of each day/shift for the employee.

## Each employee will be identified by name/department and asked the following:

1. In the last 24 hours have you had or developed fever, cough, chest pain or shortness of breath?
2. Is any member of your household sick with a respiratory infection?
3. Have you been in close contact (within 6 feet for 15 or more minutes?) with a confirmed positive COVID-19 patient?

The employee will then have their temperature taken and results will be recorded on daily wellness logs.

A temperature:

- At or below 99.4 degrees (F) and NO responses to all three questions will clear the employee for work.
- Between 99.5 - 99.9 degrees (F) will be repeated in one hour. The employee will be asked to self-isolate for that hour before retesting.
- At or above 100 degrees will be asked to call Campus Health (CHS) at (520) 621-9202.

## If the employee answers YES to Question #1:

The employee will be asked to call Campus Health (CHS) at (520) 621-9202.

The Charge Nurse will contact the employee and determine disposition and if further evaluation is needed. If further evaluation is needed, a CHS Provider will contact them by phone (the Nurse may instruct the employee to go home while waiting for that contact).

If, after speaking to the employee, testing is indicated, the provider will order the COVID-19 test, review symptomatic treatment and have the employee continue to remain available for phone contact until they are called by the staff in the Campus Health Walk-in-Clinic to arrange COVID-19 testing.

Once tested, the employee is instructed to go home and will be contacted by Campus Health when the results are available.

The Charge Nurse will instruct the employee to contact his/her supervisor if they have been instructed to leave work. The Supervisor may contact Campus Health, (520) 621-9202, to determine the need to inform the appropriate co-workers regarding possible exposure. Department policy should guide management of potentially exposed co-workers: While quarantine is preferred, some guidelines will allow exposed employees to remain at work, wear a surgical mask and monitor for symptoms for 14 days. It may be recommended that those potentially exposed employees check their temperatures twice a day until COVID-19 results are back. If negative, twice daily temperature checking will stop for co-workers. If positive, they will continue for 14 days from the time the ill employee was sent home.

## If the employee answers YES to Questions #2 or #3:

Home quarantine for 14 days is preferred after exposure to respiratory illnesses or known COVID-19 cases. As noted above, department policy should guide management of potentially exposed staff: Some guidelines will allow exposed employees to remain at work, wear a surgical mask and monitor for symptoms for 14 days (including twice daily temperature checks). Please contact Campus Health if you have questions about return to work or continuing work in those situations. It is expected that the employee notify Campus Health if their household member tests positive for COVID-19.

**Departments: Please adapt this protocol as needed.**

For up-to-date information on COVID-19:

**HEALTH.ARIZONA.EDU**