



COVID-19 Daily Checklist

Review this **Daily Self Checklist** each day before reporting to Work! The District and Colleges are making every effort to protect all employees and asking all employees to take these steps each day.

STEPS:

1. Check the symptom list below.
2. If you have any of the symptoms listed **call your supervisor** and let them know you are staying home due to having the identified symptom **AND**
3. **Email** Human Resources at Michael.Walker@gcccd.edu with the same information provided to your supervisor.
4. Employees are strongly encouraged to contact their primary care physician

- Do you have a **FEVER** (a temperature above 100.0 F)?
- Do you have a **COUGH**?
- Do you have **SHORTNESS OF BREATH**?
- Do you have **MUSCLE ACHES** or **CHILLS**?
- Do you have a **SORE THROAT** or **HEADACHE**?
- Do you have **LOSS** of **TASTE** or **SMELL**?
- Do you have **NAUSEA, VOMITING, DIARRHEA, or LOSS OF APPETITE**?
- Have you, or anyone you have been in close contact with been **DIAGNOSED** with COVID-19, or **PLACED ON QUARANTINE** within the last 14 days?
- Have you been asked to **SELF-ISOLATE OR QUARANTINE** by a **medical professional or local public health official**?

WHILE AT WORK:

If you become ill at work with any of these symptoms, follow steps 2 and 3 above.

Thank you for doing your part to keep our campus community safe and healthy!