COVID-19 | STAFF SCREENING LOG

All WakeMed employees, employed physicians, other medical staff, students, instructors, temporary agency staff and contract staff are required to take their temperature and log any COVID-19 symptoms within two hours before starting every shift. Vendors, consultants and facility contractors will be screened through visitor portals. If you never log into the WakeMed Network or periodically do not log in, on days when you do not log in, you must complete this personal Staff COVID-19 Screening Log and keep it with you at all times you are at work. It may be audited by leadership or Occupational Health at any time to ensure compliance. Upon the start of your work shift, please use this tracking log each working day. Students, instructors, temporary agency and contract staff are required to maintain this tracking log.

COVID-19 IDENTIFIED SYMPTOMS:

- FEVER greater than or equal to 100 degrees F CHILLS New COUGH that is not allergy-related
- New SHORTNESS of BREATH New SORE THROAT that is not allergy-related New LOSS of TASTE or SMELL COVID-19 EXPOSURE: Sustained interaction (within 6 ft, for cumulative 15 minutes with KNOWN COVID-POSITIVE INDIVIDUAL in the past 7 days while not wearing a mask or standard PPE)

Staff Member Name			
_	FIRST	LAST	
Employee ID# (if applicable)		Department	
Location		Job Title	
		Telephone	
Date	Enter Temperature (Ex: 98.2)	Please note if you have any of the above COVID-19 identified symptoms	

IF YOU ARE EXPERIENCING ANY COVID-19 SYMPTOMS:

- Go/stay home and notify your department leadership by following your normal call-out procedures.
- Arrange for COVID-19 screening and testing (if necessary) by logging into MyChart:
 Appointments > Schedule an Appointment > Pre-Procedure/Employee Screening
 Answer the questions and select the appointment date/time that is convenient.
- If you do not have a MyChart account:
 - **Call 919-350-2288:** Monday Friday 7:30 am to noon, or 1 to 6:30 pm for assistance with creating a MyChart account and scheduling a test.
 - After hours: Contact the Employee Support Center at 919-350-7838 for directions.
- Do not return to work until you have received a negative COVID-19 test result or have been released to return to work by Occupational Health following a positive result.

