

# Oxford Community Schools



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Back Guide**

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## **Introduction**

This plan is based on information available from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention ("CDC"), the U.S. Department of Labor's Occupational Safety and Health Administration ("OSHA"), and relevant Executive Orders issued by Governor Gretchen Whitmer. It is subject to change based on further information provided by the CDC, OSHA and other public officials. Oxford Community Schools may also amend this Plan based on operational needs.

Oxford Community Schools has put in place the following practices and measures as a part of this Plan to protect employees from the spread of COVID-19 for the duration of what is now referred to as the COVID-19 pandemic.

This guide is applicable to Employees. Visitors are NOT approved to enter any Oxford Community Schools building unless a demonstrated business need exists. Building principals are responsible for approving a visitor based on extenuating circumstances.

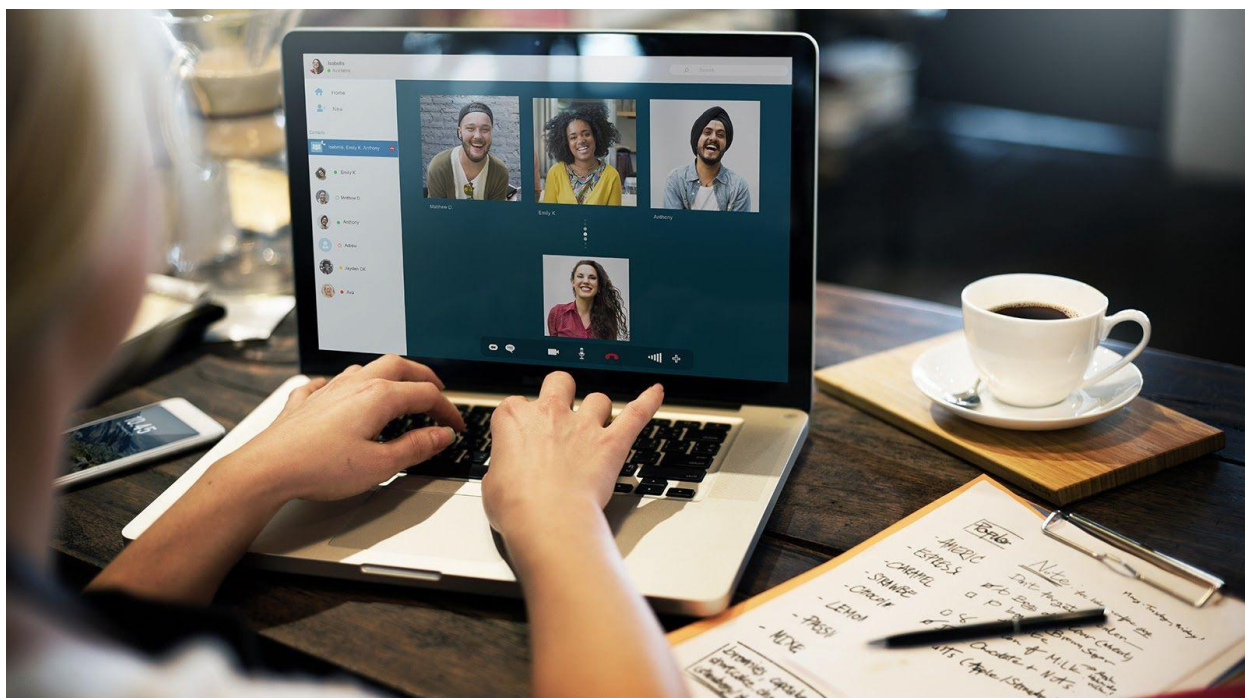


## What You Can Do

To ensure the health and safety of all, we need to start working differently and we must work together.

Make a commitment to:

- Read and understand all communications
- Self-certify your health daily
- Follow the processes and guidelines for physical distancing and face coverings
- Participate in cleaning and disinfecting your work area and high touch point areas
- Practice proper hand washing and sanitizing
- Cough and sneeze into tissues or your elbow
- If you experience any symptoms, stay home
- If you experience symptoms at work:
  - Maintain a six-foot distance from others
  - Notify your supervisor
  - Go home and contact your healthcare provider (if medically able)
  - If positive diagnosis, report confirmed cases to Jill Lemond, Director of Strategic Initiatives and District Safety Operations at [jill.lemond@oxfordschools.org](mailto:jill.lemond@oxfordschools.org)



## Physical Distancing During Meetings

Less face-to-face, more phone, email, or virtual meetings.

Employees are encouraged to avoid face-to-face interactions as much as possible. Digital communication methods including texting, phone, email, or other virtual platforms should be the preferred method of communication.

Meetings should take place using a virtual platform whenever possible. Should needs arise requiring a face-to-face meeting, proper distancing, and/or use of PPE are required.





## Cleaning And Disinfecting Building Protocols

All buildings have been cleaned and disinfected during the mandatory closure. Disinfectant, sanitizers, and other approved cleaning supplies will be available for workspaces, shared equipment, and other common surfaces.

### Hand Sanitizer

The CDC states that cleaning hands at key times with soap and water or using hand sanitizer are the most important steps people can take to avoid getting sick and spreading germs to those around them. Hand sanitizer stations will be at each dedicated entrance and exit as well as throughout commons areas in all buildings. Each classroom will have hand sanitizer or, if it has a sink, that classroom will have soap.

### Cleaning Products and Equipment

Buildings have been disinfected with an electrostatic cleaning system before employees return and will undergo electrostatic disinfecting one time per week. Our custodial team uses Virex 256 and Alpha HP: both Diversey chemical products that are approved by the CDC as COVID-killing agents. These products will be used for all regular building cleaning (including restrooms), bus vehicles, and high-touch points.

All high-touch points (including light switches, door handles, and restrooms) will be deep cleaned at least every four hours if not more frequently, depending on the building. Each classroom will be supplied with a spray bottle with Virex 256, a microfiber cloth, and disposable gloves. Teachers will wipe all student desks as well as the teacher work station after every period of instruction. No student will be present during this cleaning and the staff member will wear a facial covering in addition to a face shield and gloves. Custodial staff will monitor the products and ensure each classroom has a supply of the appropriate cleaning items. Playgrounds will be cleaned on a daily basis and disinfected on an as needed basis.

## How We're Getting Fresh Air To You

Filtration in building heating, ventilation, and air conditioning (HVAC) systems can be a part of an overall risk mitigation approach. When used along with infection control measures including physical distancing, isolation of known cases, and hand-washing, these steps can work to mitigate the spread of COVID-19.

Oxford Community Schools currently monitors its HVAC systems daily through our building management system. Regular maintenance is conducted three times per year at a minimum and more often if needed. The inspection includes filter changes, cleaning, belt adjustment and lubrication. Prior to employees returning, air handlers and coils have been cleaned and sanitized.

## Confirmed COVID-19 Case Cleaning Protocol

If a confirmed case is established, by testing or confirmed clinically by the employee's healthcare professional, the district will implement specified cleaning protocols to clean and disinfect affected areas.

At a minimum, in the event of a confirmed case, the district may close off portions of, or an entire building, for a period of 24 hours and allow for additional cleaning/disinfecting before reopening. In the event of a closure, employees who are not required to quarantine, will be directed by Human Resources on next steps in completing his/her tasks from an alternate location.

## Employee Procedures And Protocols

This protocol is applicable to all full-time and part-time employees/retirees. *All contractors/vendors who come on site must follow designated screening and safety policies.*

## Screening Requirements

**If you have a new, persistent cough, are short of breath, are having difficulty breathing, or are experiencing a loss of taste and/or smell: DO NOT ENTER AN OXFORD COMMUNITY SCHOOLS BUILDING. If you have two of any other COVID-19 [symptoms](#), DO NOT ENTER AN OXFORD COMMUNITY SCHOOLS BUILDING.**

Prior to reporting for work, all above-referenced individuals should measure their body temperature. All individuals will be required to complete a daily health screening survey assessing their ability to enter an Oxford Community Schools building. Employees must self-screen at the following link on a daily basis prior to entering any facility: <https://hq.oxfordschools.org/>.

Employees who do not pass the self-screening questionnaire will not be permitted to enter the facility. The employee should notify their supervisor immediately and are advised to return home, monitor their symptoms, and contact their personal healthcare provider. Employees sent home may be eligible to utilize Emergency Family Medical Leave during his/her absence. Please refer to the chart on pg. 13 below for further information. Please contact the Human Resources Department for more information.

## Contractors/Vendors

All contractors/vendors will complete the building access health screening, prior to entering any Oxford Community Schools building. The link for the building access health screening can be found here - <https://hq.oxfordschools.org/>. Supervisors/Project Managers are responsible for ensuring contractors/vendors comply with the protocol.

## Face Covering/PPE

All employees/contractors/third party vendors are required to wear a face covering while in Oxford Community Schools buildings.

Pursuant to State of Michigan Executive Orders, all employees performing in-person work are required to wear face coverings or masks if they can medically tolerate wearing a face covering over his or her mouth and nose. The district will be providing face coverings for all employees.

Consistent with Oakland County government guidelines, face masks are not required to be worn by employees while working in cubicles/workstations, or offices. However, employees are required to wear a mask in common areas, outside their workstation or if meeting with another employee. Non-employees who do not have a face covering will not be permitted into the building.

If you are concerned about your ability to wear the required face coverings for medical or other reasons contact David Pass, Assistant Superintendent of Human Resources at (248) 969-5004 or [david.pass@oxfordschools.org](mailto:david.pass@oxfordschools.org).

## Vulnerable Employees

Employees in this category **are not** precluded from working and may qualify as individuals with a disability under the ADA and Michigan Persons with Disabilities Act. Employees who have concerns about their health during the COVID-19 pandemic are to contact David Pass, Assistant Superintendent of Human Resources at (248) 969-5004 or [david.pass@oxfordschools.org](mailto:david.pass@oxfordschools.org). Below is a summary and some potential accommodations for those employees who may be vulnerable:

<b>The CDC has identified vulnerable workers as follows; this list is not all-inclusive:</b>	<ul style="list-style-type: none"><li>• Age 65 or older</li><li>• Underlying health conditions</li><li>• Diabetes</li><li>• Chronic respiratory disease</li><li>• Cardiovascular disease</li><li>• Immuno-compromised</li><li>• Hypertension</li><li>• Other condition as determined by a physician</li><li>• Pregnant or nursing mothers</li></ul>
<b>If you have an employee who has self-identified as being vulnerable:</b>	<ul style="list-style-type: none"><li>• Provide extra PPE where applicable</li><li>• Make other accommodations as feasible/appropriate</li></ul>
<b>Any requests for reasonable accommodation during COVID-19.</b>	<ul style="list-style-type: none"><li>• If an employee is unable to return to work due to a COVID related matter, please contact David Pass at (248) 969-5004</li></ul>





## What To Do If You Have COVID-19 Related Symptoms

Employees are encouraged to stay home if they are experiencing COVID-19 related symptoms such as fever, cough, shortness of breath, loss of taste or smell, or sore throat.

Details	Activity
<p><b>Feeling ill and you have developed one or more symptoms of COVID-19</b></p> <p><b>Report all presumptive cases to your building or program administrator.</b></p>	<ul style="list-style-type: none"> <li>• Get tested and stay home until results are received</li> <li>• Contact your primary care physician and/or make an appointment for a COVID-19 test at Oakland County test site</li> <li>• Employees may be eligible for Emergency Paid Leave</li> </ul>
<p><b>Confirmed positive COVID-19 test</b></p> <p><b>Oakland County government will manage contact tracing.</b></p> <p><b>Report all positive cases to:</b>  <a href="mailto:jill.lemond@oxfordschools.org">jill.lemond@oxfordschools.org</a></p>	<ul style="list-style-type: none"> <li>• Stay at home for at least 24 hours with no fever (one full day of no fever without use of fever-reducing medication ) AND</li> <li>• Other symptoms have improved such as cough or shortness of breath AND</li> <li>• Employees may return to work after at least 10 days have passed since your symptoms first appeared OR</li> <li>• The employee receives a negative molecular COVID-19 polymerase chain reaction (PCR) test</li> </ul>
<p><b>If you have been in close contact with someone who has COVID-19 symptoms or has been diagnosed with or is probable for COVID-19 infection, you may be asked to quarantine by Oakland County health department.</b></p> <p><b><u>Close contact</u> is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48</b></p>	<ul style="list-style-type: none"> <li>• Daily screening through <a href="https://hq.oxfordschools.org/">https://hq.oxfordschools.org/</a> to monitor for fever and assess symptoms</li> <li>• The employee must wear a face mask while in the workplace</li> <li>• The employee should stay at least six feet away from other people as work duties permit</li> </ul>

<p><b>hours before illness onset until the time the patient is isolated.</b></p> <p><b>Contact tracing will be managed by Oakland County.</b></p> <p><b>If you are permitted to continue to work and remain asymptomatic the following precautions must be implemented (see above to the right):</b></p>	
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## Employees Showing Symptoms At Work Protocol

Symptoms of COVID-19 Include (but are not limited to):

Cold or flu-like symptoms (fever, cough, difficulty breathing, sore throat, pressure in the chest, extreme fatigue, earache, persistent headache, diarrhea and persistent loss of smell or taste).

If medically able, the employee is to leave the building immediately and consult with a physician.

The following protocol should be utilized:

- Supervisor will be contacted and alerted of the symptomatic employee
- Supervisor, while maintaining physical distancing from the employee, will direct the employee to move away from others
- If an employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), employee directed to isolation room and outside emergency medical services are contacted and appropriate treatment is provided
- If an employee is not in acute respiratory distress, they will be advised to go home, contact their personal healthcare provider for further direction/advice
- Supervisors should notify Jill Lemond, Director of Strategic Initiatives and District Safety Operations at 248-969-5166. Jill Lemond will coordinate with the Oakland County Health Department and the Oakland Schools' assigned nurse for guidance
- Oakland County Health Department will provide guidance to employees who may have been in close contact in accordance with CDC guidelines

**For confirmed cases, Facilities will initiate the following cleaning protocol:**

- Close the employee's work area
- Wait 24 hours before disinfecting. If 24 hours is not feasible, wait as long as possible.
- Relocate other employees as appropriate
- Follow the district cleaning COVID - 19 protocols

# Return To Work Protocol

## Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 24 hours (1 full day) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Additionally, the employee must provide a negative PCR test OR wait a total of 10 days from symptom onset to return. The District will similarly require an employee who reports to work with symptoms to return home until he or she is symptom-free for 24 hours (1 full day).

## Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to follow any operable Executive Order or other guidance from proper authorities. The employee must communicate a positive result to Jill Lemond, Director of Strategic Initiatives and District Safety Operations at 248-969-5166.

Employees who test positive and are directed to care for themselves at home may return to work when:

- At least 24 hours (1 full day) have passed since recovery

AND

- At least ten (10) days have passed since symptoms first appeared

Employees who test positive and have been hospitalized may return to work when directed to do so by their healthcare provider. The employee must present a negative COVID-19 test. The district may require an employee to provide documentation clearing his or her return to work.

## Non-Suspected COVID Health Concerns/Illness

Any employee who has been off work five or more consecutive days, for health concerns/illness, may not return to work until at least one of the following is met:

- If you have an alternate diagnosis (e.g., tested positive for influenza) or are experiencing illness not suspected to be COVID, criteria for return to work will be based on the diagnosis. Please consult your building administrator or contact David Pass at [david.pass@oxfordschools.org](mailto:david.pass@oxfordschools.org) for additional guidance. A doctor's note may be required for your return to work.



## Health Care And Child Care Resources For Employees

The Department of Labor enacted the Families First Coronavirus Response Act (FFCRA). This act is meant to assist employees during COVID-19 by providing additional leave options. These new options are effective April 1, 2020 through December 31, 2020. The paid leaves listed below are in addition to employees annual leave allotments provided by Oxford Community Schools. [Learn More About Employee Rights.](#)

These options include:

- 1 [Emergency Family and Medical Leave Act \(EFMLA\)](#)
- 2 [Emergency Paid Sick Leave \(EPSL\)](#)

### EFMLA

The federal government has expanded this option to provide up to 12 weeks of partially paid coronavirus-related family leave. Eligible employees may take this leave if they are unable to work or telework due to the need to care for a minor child whose school or daycare is closed due to COVID-19.

### EPSL

This new leave provides up to 80 hours of paid leave for eligible employees for the following reasons:

1. The employee is subject to a government-ordered quarantine or isolation order related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. The employee is experiencing COVID-19 symptoms and is seeking medical diagnosis
4. The employee is caring for an individual who is subject to a government-ordered quarantine or a health care provider's recommendation to self-quarantine
5. The employee is caring for a child whose school or place of care has been closed due to COVID-19
6. The "employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor."





## OCS Leave Flowchart COVID-19 through 12-31-2020

**Are you unable to work due to one of the following reasons?**

- (1) Subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- (2) Advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) Experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) Caring for an individual subject to a quarantine order or has been advised to self-quarantine.
- (5) Caring for a son or daughter, and the school has been closed, or child care is unavailable, due to COVID-19.
- (6) Experiencing symptoms similar to COVID-19 specified by the Secretary of HHS.

YES

NO

You do not qualify for Emergency Paid Sick Leave or Expanded FMLA. Depending on your situation, you may qualify for standard FMLA or other leave provisions in accordance with your contract. Please contact HR with questions.

Reason 1, 2, or 3  
Listed Above

Have you worked for  
OCS for at least 30  
calendar days?

Reason 4, 5, or 6  
Listed Above

You are eligible for up to 12 weeks of expanded FLMA and pay at 2/3 of your regular rate of pay, not to exceed \$200 per day. Part-time employees would be paid 2/3 the average number of hours worked over a regular 2-week period of time. You are not required to use other leave first. Please note, if you have already utilized 12 weeks of FMLA leave in the last 12 months, you are not eligible or may only be eligible for a portion of this benefit. Please contact HR with questions.

NO

You do not qualify for  
Emergency Paid Sick  
Leave. Please contact  
HR with questions.

YES

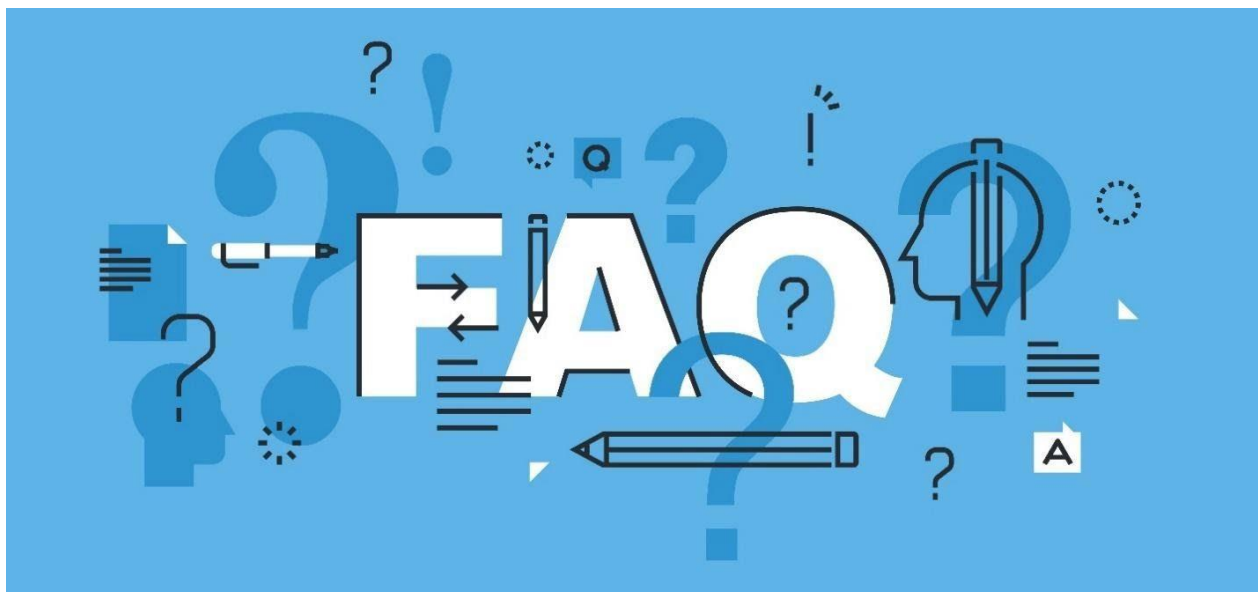
You are eligible for up to 80 hours of pay at your regular rate of pay, not to exceed \$511 per day (\$5,110 total). For part-time employees, pay the employee the average number of hours the employee works over a regular 2-week period of time. You are not required to use other leave first.

**Questions?**  
Contact Ryan Reid  
Human Resources Coordinator  
248-969-5090  
[ryan.reid@oxfordschools.org](mailto:ryan.reid@oxfordschools.org)



## Who To Contact

<b>COVID-Related Supplies or a Positive COVID Case</b>	<a href="#">Jill Lemond</a> (248) 969-5166
<b>Custodial Services</b>	<a href="#">Tony Sarkins</a> (248) 969-5055
<b>Human Resources</b>	<a href="#">David Pass</a> (248) 969-5004 <ul style="list-style-type: none"><li>• COVID Plan/Policy Interpretations</li><li>• Leadership Support</li><li>• Americans with Disabilities Act (ADA)</li></ul> <a href="#">Ryan Reid</a> (248) 969-5090 <ul style="list-style-type: none"><li>• Sick Leave/Sick Days</li><li>• FMLA/EFMLA</li></ul>



## FAQ

The FAQ will be updated as necessary. Questions will be posted as necessary.

**1. Q: What happens if I test positive for COVID-19 and need to take time off work?**

**A:** You may qualify for a federal paid leave under the Emergency Paid Sick Leave Act and/or FMLA. Please contact David Pass about your leave options.

**2. Q: I have COVID-19, can I work from home?**

**A:** Yes, if you are well enough to work remotely and your job lends itself to remote work. If you are using paid leave, you must obtain approval from the Assistant Superintendent of Human Resources prior to commencing remote work. If you are using unpaid leave of absence, you will not be able to telework from home.

**3. Q: If one of my immediate family members tests positive for COVID-19, will I need to use leave time?**

**A:** If one of the members of your household tests positive for COVID-19, you will be expected to follow the Oakland County health department recommendations for quarantining.

If you are recommended to quarantine, you may qualify for a federal leave under the EPSLA or EFMLA. If you do not qualify for one of these leaves, you will be required to use leave time or take the time unpaid.

**4. Q: What happens if one of my immediate family members tests positive for COVID-19 and I need to care for them?**

**A:** If one of the members of your immediate family tests positive for COVID-19 and you need to care for them then you may qualify for a federal leave under the Emergency Paid Sick Leave Act.

**5. Q: What happens if I have been in direct contact with someone who has tested positive for COVID-19?**

**A:** The student/staff person must quarantine for 14 days since last date of close contact. If

symptoms develop, they should call their healthcare provider to be tested for COVID-19.

If the staff member is asymptomatic, he/she may return on day 11 following exposure and continue monitoring for symptoms. Further, the staff member may choose to take a COVID-19 PCR test after day 5 and, with a negative result, return on day 8. Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms.

**6. Q: What happens if I have symptoms but don't know if it's COVID-19?**

**A:** You will need to get tested and stay home until results are received. Please contact your primary care physician and/or make an appointment for a COVID-19 test at Oakland County test site. During this period of time of waiting for the diagnosis you may qualify for a federal paid leave under the Emergency Paid Sick Leave Act.

**7. Q: Where can I get tested for COVID 19**

**A:** Oakland County government is offering free testing for all residents 18 years or older. Testing locations and other information can be found [here](#).

**8. Q: I'm worried about exposure to COVID-19 at work. Will employees in my school/department be notified if a colleague is in self-isolation or diagnosed with COVID-19?**

**A:** All confirmed positive cases will be communicated to building staff. Due to privacy considerations, no details will be shared about individual cases. Those who were identified in the contact tracing process as having close contact with a colleague in self-isolation will be notified of possible exposure. We encourage our community to be respectful of privacy. We also encourage employees to social distance from other employees whenever feasible to reduce potential for exposure at work.

**9. Q: Can my supervisor ask me questions about my personal health if I call off sick?**

**A:** During a pandemic, employers may ask employees if they are experiencing symptoms of the pandemic virus. For COVID-19, these include symptoms such as fever, chills, cough, shortness of breath, or sore throat. Employers must maintain all information about employee illness as a confidential medical record in compliance with the [ADA](#).

**10. Q: What should I do if I suspect that one of my coworkers is feeling ill?**

**A:** Inform your supervisor. Do not approach the suspected employee.

**11. Q: If an employee gets COVID-19 will they have to use unpaid sick leave if they do not have any time accumulated for this additional quarantine period?**

**A:** Employees who are unable to work due to COVID-19 may be eligible for paid leave under the Emergency Paid Sick Leave Act and FMLA.

**12. Q: If I cannot work due to no childcare being available, is it possible to take partial hours per day as a part of this leave (e.g. 3 hours leave per day so I can split daily child care responsibilities with my working partner)?**

**A:** Employees with 30 days of service are eligible for leave under the Emergency Family Medical Leave Expansion Act (EFMLEA).

**13. Q: If I travel domestically, am I required to quarantine prior to returning to work?**

**A:** In general, it is best to avoid travel if possible. Currently, the state of Michigan does not have a quarantine requirement for those traveling out of state. Please review the CDC recommendations if you have to travel from your [local community](#).

**14. Q: If I travel internationally, do I have to quarantine upon return?**

**A:** The CDC recommends all international travelers to stay home and monitor their health for 14 days. Specific guidance is available [here](#). Employees will be required to utilize leave time during the monitoring period.

**15. Q: What is the difference between isolation and quarantine?**

**A:** Isolation is for people who are COVID positive. It separates people who are infected with the virus from people who are not infected. It usually lasts 10 days.

Quarantine is for people who are well but are exposed to someone who is COVID positive. It keeps someone who might have been infected with the virus away from others. It lasts 14 days since the last possible exposure unless the individual qualifies for early release as outlined above.

**16. Q: Are employees able to travel for professional development and conferences?**

**A:** All business related travel is suspended until further notice.

**17. Q: The pandemic is making me very anxious, stressed or depressed. Is there anyone I can call about mental health?**

**A:** A lot of people are feeling anxious, stressed or depressed because of the pandemic – even people who have never worried about their mental health in the past. This is normal and there are resources to help you.

- You can call 2-1-1 to find resources in your local community.
- If you are enrolled in a BCBS or BCN medical plan, you can access live virtual behavioral health services via the Blue Cross Online visits. Go to [bcbsmonlinevisits.com](https://bcbsmonlinevisits.com) or download the BCBSM Online Visits App.
- Help is also available 24/7 for everyone through:
  - National Disaster Distress Helpline Phone: 1-800-985-5990 | Text: TalkWithUs to 66746
  - National Suicide Prevention Lifeline Phone: 1-800-273-8255 | Text: TALK to 7417413

**18. Q: COVID 19 Hotline Contacts**

**A:** Michigan COVID-19 Hotline: (1-888-535-6136) (<https://michigan.gov/coronavirus/>)

Oakland County Government: Nurse on Call: 1-800-848-5533, M – F: 8 AM – 6 PM; Saturday & Sunday: 9 AM – 12 PM

Beaumont Coronavirus/COVID-19 Hotline: (248) 551-7000

**19. Q: Does our return to work align with Governor Whitmer's requirement to work remotely?**

**A:** We are in alignment with the Governor's plan, as we were deemed essential workers from the beginning of school closure. We have implemented all necessary safety measures in accordance with the CDC and Health Department guidelines.

**20. Q: How will we know if an employee does not complete their daily health screening?**

**A:** We are operating on an honor system. Employees who report to the building consent to being asked to show their symptom screen at any time by their supervisor and will be periodically monitored for employee compliance.