



## HUMAN RESOURCES DEPARTMENT

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### EMPLOYEE HEALTH SELF-ASSESSMENT REQUIREMENTS

Before reporting to a City work site, prior to the start of every shift, every employee should self-monitor for the following potential COVID-19 symptoms:

- Fever or chills
- Cough (sneezing and coughing directly related to seasonal allergies are excluded)
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Headache
- Sore throat
- New loss of taste or smell

*The CDC periodically updates the list of symptoms. Please refer to the following web site for the most current symptoms: [Symptoms of COVID-19](#). The CDC web site also provides information as to "[When to Seek Emergency Medical Attention](#)."*

Employees must stay home if they have any of these symptoms. They should notify their supervisor by phone, text, or email. Employees who arrive at work or become sick during the day with any of the symptoms will be sent home.

Employees who exhibit symptoms should consult their health care provider or follow the appropriate steps on the Missoula City/County Health Department "Testing and Screening Resources" website: [missoulainfo.com](http://missoulainfo.com).

Employees will be able to return to work based on the advice of their health care provider or following the appropriate steps explained on the Missoula City/County Health Department "Testing and Screening Resources" website: [missoulainfo.com](http://missoulainfo.com).

**This document should NOT be given to your supervisor; it is for your personal self-monitoring to help ensure your safety and the health and safety of others.**