

To: All CCLS – CLE staff  
From: Jim Zache, CEO  
Subject: COVID-19 Update #4  
Date: March 20, 2020



**As of today, Friday 3/20/2020, all employees will fill out the information below at the beginning of your work shift.** This includes *all employees* whether you work in an office or a program. CCLS-CLE employees move from programs to offices and back again, so community-spread is very possible. We want to reinforce that during the current pandemic, the usual tendency is for you to “push-through” and come to work when mildly ill, however in the current situation this is not acceptable. The purpose of self-monitoring is to identify illness early to reduce the potential of transmission to co-your workers and your residents/clients.

**Print out this email and fill this out before each shift:**

- What is your current temperature? \_\_\_\_\_, measured at \_\_\_\_\_ AM / PM.  
If your temperature is greater than 100.0 F or 37.8 C, contact your supervisor before working.
- Do you have a new or worsening cough? Yes \_\_\_ No \_\_\_
- Do you have new or worsening shortness of breath? Yes \_\_\_ No \_\_\_
- Do you have a sore throat? Yes \_\_\_ No \_\_\_
- Do you have myalgia (muscle pain)? Yes \_\_\_ No \_\_\_

If you answer "yes" to any of these questions, call your supervisor and discuss your symptoms.

It DOES NOT automatically mean that you **can** or **cannot** work.

Staff who develop any of these symptoms while at work, are to notify their supervisor or the supervisor-on-duty

Signature \_\_\_\_\_ (print name) \_\_\_\_\_  
Date \_\_\_\_\_

After completing this please place this in the folder marked **STAFF SELF-EVALUATIONS.**