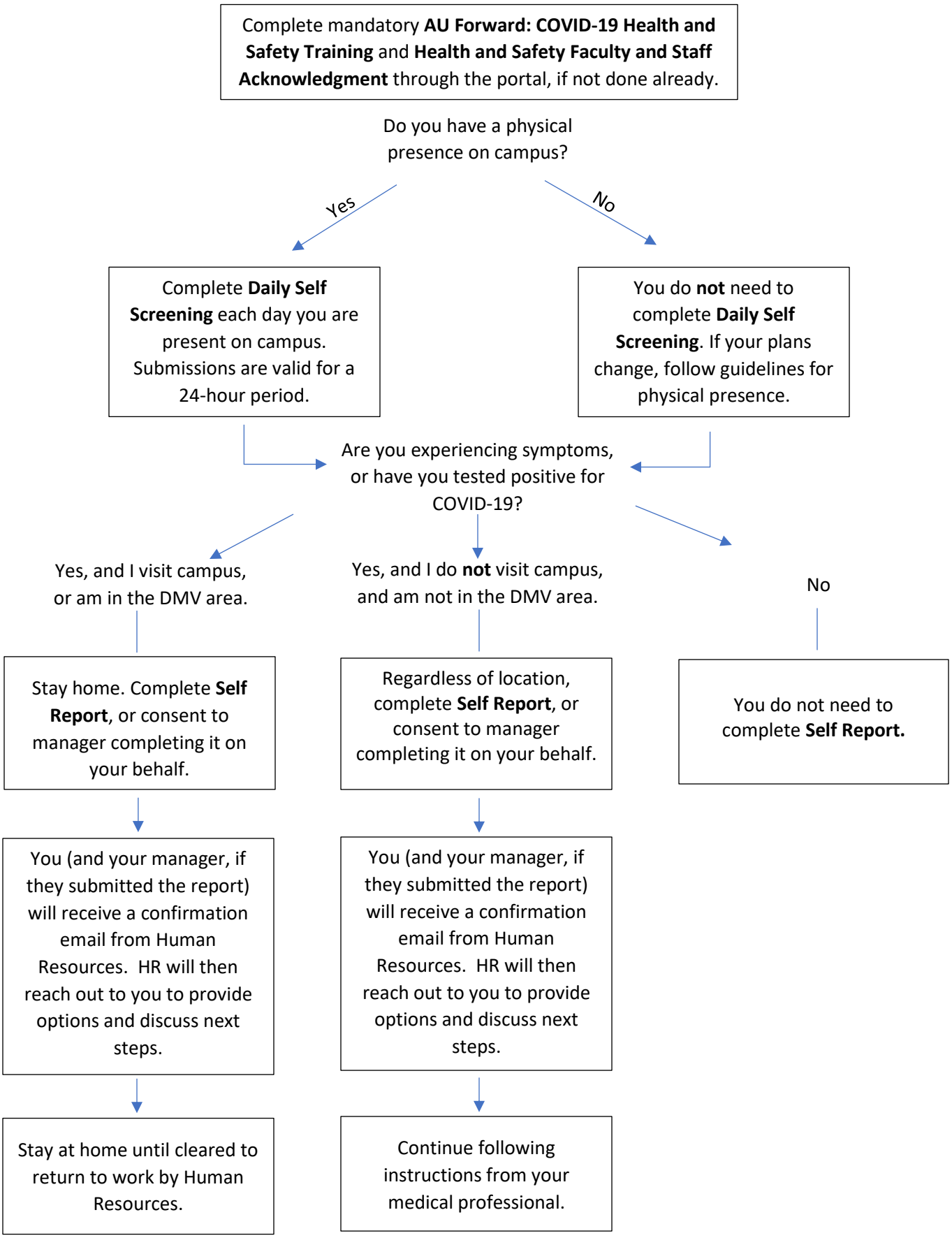Employee COVID-19 Self Screening and Reporting Protocol