Employee COVID-19 Self Screening and Reporting Protocol

Complete mandatory **AU Forward: COVID-19 Health and Safety Training** and **Health and Safety Faculty and Staff Acknowledgment** through the portal, if not done already.

Do you have a physical presence on campus?

- **Yes**
  - Complete **Daily Self Screening** each day you are present on campus. Submissions are valid for a 24-hour period.

- **No**
  - You do **not** need to complete **Daily Self Screening**. If your plans change, follow guidelines for physical presence.

Are you experiencing symptoms, or have you tested positive for COVID-19?

- **Yes**, and I visit campus, or am in the DMV area.
  - Stay home. Complete **Self Report**, or consent to manager completing it on your behalf.
    - You (and your manager, if they submitted the report) will receive a confirmation email from Human Resources. HR will then reach out to you to provide options and discuss next steps.
    - Stay at home until cleared to return to work by Human Resources.

- **Yes**, and I do **not** visit campus, and am not in the DMV area.
  - Regardless of location, complete **Self Report**, or consent to manager completing it on your behalf.
    - You (and your manager, if they submitted the report) will receive a confirmation email from Human Resources. HR will then reach out to you to provide options and discuss next steps.

- **No**
  - You do not need to complete **Self Report**.
    - Continue following instructions from your medical professional.