**COVID-19 Employee-Screening Procedures**

Effective May 5th, all employees reporting to work will be required to perform self-screening per the Health Department of Northwest Michigan. The self-screening is for respiratory symptoms as a precautionary measure to reduce the spread of COVID-19.

Every employee will be required to self-screen prior to reporting to work, including having his or her temperature taken or reporting a feeling of feverish if a thermometer is not available.

Daily Wellness Check: **231-533-7018**

In the past 24 hours, have you experienced:

1. Subjective fever (felt feverish): Yes/ No
2. New or worsening cough: Yes/ No
3. Shortness of breath: Yes/ No
4. Sore throat: Yes/ No
5. Vomiting/Diarrhea: Yes/ No
6. Current temperature: Yes/ No

If you answer “Yes to any of the symptoms listed above, or your tempeature is 100.4 F Self Isolate at home and contact your primary care physician’s office for direction.

* You should isolate at home for minimum of 7 days since sympyoms first appear.
* You must also have 3 days without fevers and improvement in respiratory symptoms.

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

Have you engaged in any activity or travel within the last 14 days which fails to comply with the executive order?

Have you been directed or told to by the local health department or your healthcare provider to quarantine.

If you answer “Yes” to either of these questions, please do not go into work. Self -Quarantine.

**An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact his or her immediate supervisor for further direction.

The resort will have cloth face masks available located at the summit loading dock outside the purchasing office. This area will also have a 4-6 oz bottle refill station for personal hand sanitizer.