



Daily COVID Screening Questionnaire

The safety of our employees and campus is our overriding priority. We are following the guidance from the NYS Department of Health and the CDC. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking employees who are physically present at their worksite or authorized visitors to complete this questionnaire before entering campus.

Employee/Visitor Name	
Office	
Date	

Screening Questions: Please answer Yes/No to each question.

If you answer YES to any questions, please leave work/campus immediately.

Employees - Please notify your supervisor and call the Office of Human Resources for guidance at 876-3179.

Visitors – please contact the appropriate campus office.

1. Do you have a temperature of 100F or higher? **Yes / No**
2. Do you currently have any of the following symptoms? **Yes / No**
 - o Cough (new or worsening)
 - o Trouble breathing (new or worsening)
 - o Chills
 - o Muscle pains (new or worsening)
 - o Headache (new or worsening)
 - o Sore throat (new or worsening)
 - o New loss of taste or smell
 - o Fatigue
 - o Congestion or runny nose
 - o Nausea or vomiting
 - o Diarrhea
3. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days? **Yes / No**
4. Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days? **Yes / No**
5. Have you traveled outside of New York State to a non-contiguous state or out of the country and returned less than 14 days ago? (Contiguous/bordering states = New Jersey, Connecticut, Pennsylvania, Massachusetts, and Vermont) **Yes / No**

New NYS travel guidelines effective 11/4/2020: <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

If you cannot access the website, please contact hr@oldwestbury.edu or call 516-876-3179 during the normal business hours of 8:30 am to 5:00 pm.

Please check to confirm you have a mask in your possession available for immediate use: _____

Please provide this form to the Officer at the front gate. Thank you.

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