Memorandum

To: USG Staff
From: Office of Human Resources
Date: August 26, 2020
Subject: Interim Process – Daily Symptom Monitoring Checklist

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All employees reporting to USG campus are required to self-monitor and check for symptoms of COVID-19 every morning before reporting to work by filling out an online survey. The survey is available at return.umd.edu and is also sent via email daily by University of Maryland (UMD). The USG Office of Information Technology (OIT) is currently working with UMD's OIT team to gain access to reports that will allow supervisors to ensure compliance with the training and symptom monitoring requirements. While we gain access to UMD's dashboard, the Office of Human Resources is asking employees and supervisors to follow the process listed below:

- Employees reporting to work complete the symptom checklist online before returning to work
- Upon completion, please confirm verbally with your supervisor that you have no concerning symptoms
- Supervisors will keep a log (template attached) where they will record the employee's name and date
- Do not record any medical information on this form or at the unit-level
- At the end of each week, we ask that supervisors please send the log to usg-hr@umd.edu for HR's records

Employees who are not able to access the online survey, can use the paper form (attached) and confirm verbally with their supervisors. Supervisors will follow the aforementioned process to confirm compliance. Please note, employees are not required to complete both online and paper form. Paper form should only be used when you do not have access to the technology needed to complete the survey online.

If the employee is free of symptoms, they can report to work. Employees with concerning symptoms should be asked to stay home, contact the University Health Center COVID Heal Line 301-405-HEAL (4325) or their health care provider to be evaluated. Supervisors should not ask employees about symptoms or any other personal medical information.

Employees who refuse to complete the symptom monitoring requirement before reporting to campus must not be allowed to work on campus and/or sent home immediately. They can only return after they have completed this requirement.

Please note, we will update the campus as soon as we gain access to the reports.

Should you have any questions or concerns, please contact the Office of Human Resources.

Thank you,

Nitshu Joshi