

Daily Employee Self-Screen Questionnaire

In an effort to help mitigate the risk of our employees contracting the COVID-19 virus, all employees must ask themselves the following self-screening questions at home before reporting to work for **EVERY SHIFT**. Before entering the plant, you will be asked to confirm that you have properly self-screened that day. If you have any doubts, make sure that you raise those doubts with the person checking you into work. When you swipe the time clock, you will be confirming that you meet the standards for working safely that day. Please remember that we are all relying on each other to be successful in containing the virus and preventing sickness among our team members.

1. Have you been diagnosed with COVID-19 in the last 14 days?
2. Have you been in close contact with a person who has been diagnosed as having COVID-19 in the last 14 days?
3. Have you been in close contact with a person who is currently waiting on COVID-19 test results?
4. Have you had a temperature of 100.4F or greater during the past 2 days (48 hours)?
5. Are you currently experiencing any of the following:
 - Fever
 - Chills
 - Cough
 - Difficulty breathing
 - Headache
 - Sore throat
 - Muscle/joint aches
 - Diarrhea
 - Abdominal cramps or nausea
 - Conjunctivitis (pink eye)
 - Loss of taste or smell
6. Have you been quarantined in the past 14 days?
7. Have you traveled outside of Kentucky for leisure activity in the last 14 days?

If you answer “YES” to any of these questions, you are at risk of having contracted the COVID-19 virus. You should **NOT** report to work unless you have received a negative COVID-19 test result **after** having been exposed or experiencing any of the above symptoms.

Please follow the normal call in procedures and contact Human Resources on (606) 258 2358 to confirm your eligibility to work.

Returning to work after being at risk of a COVID-19 infection

To maintain the health of everyone at work and family at home, it is critical to understand when it is safe to return to work. The following options exist to be cleared for a return to work:

- 1) You receive a negative COVID-19 test result from your physician or local hospital / clinic
- 2) In the event you have a suspected or confirmed case of COVID-19, either:
 - a) Your physician verifies you are no longer contagious
 - b) It has been at least 7 days since your symptoms first appeared and you have been symptom free for at least 3 days (72 hours) without the use of fever-reducing or other symptom altering medications (e.g., cough suppressants)
- 3) In the event that you have been at risk of being exposed to the COVID-19 virus:
 - a) You complete a 14 day isolation period and remain symptom free during the entire period

In all cases, please call Human Resources **BEFORE** you attempt to return to work.