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| **PROCEDURE:** During the COVID-19 pandemic, management should maintain daily communication, to the  extent possible, with an employee who is not at work due to (any) illness. Discussion points  should cover:   1. How is the employee’s overall health? 2. Specifically question any COVID-19 and virus symptoms (fever, cough and trouble breathing, as well as loss of smell/taste, fatigue, sore throat, headache, chills, muscle pain). 3. Finally, be sure to ask is there anything the employee needs, or that you can do for them.   **RETURN TO WORK:** A review by Executive management is required before an employee can be authorized to  return to work. | | | | |
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| **[company name]**  **Employee Name:** |  | | **Contact**  **Info:** | |
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| **DAY 1**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 2**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 3**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 4**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 5**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 6**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 7**  Date: | Mgmt Initials:  Time: | Discussion  Summary: | | |
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| **DAY 8**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 9**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 10**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 11**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 12**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 13**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 14**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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| **DAY 15**  Date: | Mgmt Initials:  Time: | Discussion  Summary: |
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***(use additional sheet if necessary)***