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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: | DiscussionSummary: |
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| **DAY 2** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 3** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 4** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 5** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 6** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 7** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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***(continued on back side)***

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| **DAY 8** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 9** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 10** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 11** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 12** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 13** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 14** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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| **DAY 15** Date:  | Mgmt Initials:Time: | DiscussionSummary: |
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***(use additional sheet if necessary)***