



UNIVERSITY of WISCONSIN
GREEN BAY

Employee Screening Questionnaire – Telephone Reporting

Prior to arriving at work on each scheduled workday, please contact your supervisor (according to instructions provided within your department), indicate to them that you have completed the self-assessment for that day, and provide confirmation of required testing.

1. Do you currently have any of the following symptoms, even if very mild?

Evaluate these symptoms compared with how they are different or similar to your baseline health. i.e worse than normal allergies symptoms, etc.

- Fever
- Feeling feverish
- Muscle aches
- Chills
- Cough
- Sore throat
- Headache
- Nausea (rarely)
- Difficulty Breathing
- Diarrhea
- Shortness of Breath
- Fatigue
- Loss of sense of taste or smell
- Feeling of tightness in chest
- Abdominal pain (rarely)

2. Is there anyone else in your household that has any symptoms?

3. In the past 14 days, have you been in contact with someone who was diagnosed with COVID-19 or have you been told to self-quarantine or isolate by Public Health?

OFFICE OF HUMAN RESOURCES AND WORKFORCE DIVERSITY
GREEN BAY | MARINETTE | MANITOWOC | SHEBOYGAN

2420 Nicolet Drive, Green Bay, WI 54311 ☎ 920-465-2390 📧 hr@uwgb.edu



4. In the past 14 days, have you done any non-essential travel and engaged in activities that did not allow for physical distancing?

Employee Acknowledgement of Screening Questions:

I have read the above questions and understand it is my responsibility to self-assess daily and self-report immediately to my supervisor if I would respond "yes" to any of these questions while working on campus. I understand if my response to any of these questions are "yes", I must stay home and contact my supervisor immediately. I agree to conduct a self-assessment daily at home and complete this acknowledgement at the start of each day that I am present on campus.

If you were to answer yes you are responsible to notify your supervisor in a fashion consistent with your office policy of your absence; you are not required to disclose to your supervisor the reason that you are unable to be present on campus. If your assigned duties permit it; you may discuss with your supervisor the ability to work remotely during the time you are unable to work on campus. If sufficient work is unavailable you will need to account for any time off through sick, vacation/ personal holiday or if available COVID-19 leave. The self-assessment will need to be completed for each day of scheduled work, even if notice has been given that the condition which prevents presence on campus is on-going.

Testing Requirements:

Employees who come into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building. Any employee who tests positive for COVID-19 should follow current University protocols. Employees who previously tested positive and completed the required self-isolation period will not be required to engage in continued testing every two weeks for 90 days after the administration of the positive test.

Employee Acknowledgement of Required Testing:

I have read the above information on testing requirements and acknowledge I have obtained a test within the past 14 days, or am still within my 90-day window

Date of Most Recent Test: _____