

## **Sample Employee Email**

Subject: Daily COVID19-Screening

To keep you and all our employees safe, every employee must be assessed for COVID-19 symptoms and risk factors each day before entering our work facility. The survey must be completed prior to your shift and is available four hours before your start time. You will be expected to show proof of green check at point of entry. The easiest way is to take it on your mobile phone and save a screenshot.

Regardless of survey results, if you feel that you have symptoms related to COVID-19 infection please contact a health professional.

The survey below should be completed on all days you are scheduled to work in our facilities.

<https://covid19symptomchecker.spectrumhealth.org>