

OpCon Level 2 - Supervisor Worksheet

(To be used to screen a potentially contagious employee)

1. Maintain privacy of the employee.
2. Separate "ill" employee from others. Instruct all others to stay away.
3. Call Occupational Health at x4090.
4. Get "Stop the Germs" bag x2: one for employee and one for supervisor. Use hand sanitizer first, then place mask over face and put on gloves.
5. Ask employee where they have been since coming to work:
 - a. Restroom, specify _____
 - b. Copy Machine _____
 - c. Coffee Machines _____
 - d. Refrigerator _____
 - e. Sinks _____
 - f. Elevators _____
 - g. Other workspaces, specify _____
 - h. Which entrance was used _____
 - i. Have you used a respirator recently? _____ if so, when? Where? _____
6. Change gloves, wash/disinfect hands again.
7. Escort "ill" employee to exit the building by way of nearest exit. **Do Not** let employee touch handles, doors, elevator buttons, etc.
8. Notify cleaning staff of a potential illness exposure. Have cleaning staff disinfect all areas above first, then disinfect "ill" employee's workstation.
9. Supervisor may need to have a meeting with other employees to calm fears. Remember to maintain confidentiality.

Supervisor Daily Questions

1. How are you feeling today? _____
2. Do you have any family members that are ill? _____
3. Fever? _____
4. What is your temperature? _____
 - a. See directions for use of NexTemp temperature probe.