**COVID-19 Documentation Requirements**

**Instructions for Completing the Individual COVID-19 Daily Self- Assessment Log**

Every employee who works on campus is required to use one of three approved methods to document their COVID-19 self-screening each day they work on campus or work off-site somewhere other than their home. **The screening must be completed before you start work each day.** Your supervisor will discuss which form may be most appropriate based on your position/work environment. Once determined, please use the same method each day for your self-screening:

1) Google Form

2) Individual Paper Log

3) Department/Area Paper Log

Individual Self-Assessment Daily Log Instructions

1) Access the individual logs at [**https://nmu.edu/hr/daily-self-screening-toolkit**](https://nmu.edu/hr/daily-self-screening-toolkit)

2) Print a copy of the log at the beginning of each month.

3) Print your first name, last name and the name of your department at the top of the log.

4) Complete the log for that day by:

 a) Initialing under the first column if you do not have any COVID-19 symptoms.

b) Initialing under the second column if you have not had recent exposure to someone with COVID-19.

c) Date the log under the third column.

**IMPORTANT: If either question cannot be answered True or Yes:**

 **If you have a COVID-19 symptom that is new, but not related to COVID-19, note in the date/explanation column as “Other known medical condition.” Otherwise, contact your supervisor for more information. For potential exposure protocols, visit** [**https://nmu.edu/hr/daily-self-screening-toolkit**](https://nmu.edu/hr/daily-self-screening-toolkit) **for more information.**

5) Give your completed daily log to your supervisor after your last work day each month. Your supervisor is responsible for sending the completed individual logs to Public Safety.