

Self-Certification and Temperature Check upon Entry

As a safety measure to prevent the spread of COVID-19, all individuals (employees and non-employees) are required to complete a confidential self-certification form and complete a contactless temperature check prior to entering any City facilities. This notice is located at the entrance of each building and placed on or adjacent to the temperature scanner. Instructions are as follows:



Step 1: Complete Self-Certification Form Prior to entering workplace (daily)

Method A: Scan QR code to access Self-Certification seamless form using your smartphone QR reader

- iPhone (iOS 11 or later): Launch the Camera app, frame the QR code, and tap the notification.
- Android devices: You'll need to download a third-party app, such as QR Code Reader.



Method B: If you do not have a smartphone or are unable to scan the QR code, you can use this link to access [Self-Certification seamless form](#) from a home computer **prior to arriving/entering City facilities**. You can also locate this seamless form link in [HR Intranet – COVID-19 Employee Resources](#) page.

Step 2: Complete Self-Certification Seamless Form

Read and follow the guided questions listed on the form. If any of your responses indicate that you should not enter the workplace, please leave the premises and notify Human Resources as soon as possible.

**CONFIDENTIAL COVID-19
EMPLOYEE/NON-EMPLOYEE HEALTH
SELF-CERTIFICATION**

Prior to arriving/entering City facilities: all individuals will complete a COVID-19 Employee/Non-Employee Health Self-Certification. Upon completion, the self-certification form will be routed to Human Resources. The City will maintain all health information as a confidential medical record in compliance with state and federal law, including but not limited to, the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Confidentiality of Medical Information Act.

1. Do you have any of the following symptoms? (check if YES) *

| | |
|---|--|
| <input type="checkbox"/> Chills | <input type="checkbox"/> Congestion or a runny nose |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Fever | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Muscle or body aches, or fatigue | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Shortness of breath or difficulty breathing |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> NO Symptoms |

If you answered YES to any of the symptoms in Question 1, do not enter the workplace. Return home and contact your healthcare provider.
If you answered 'NO Symptoms', proceed to remaining questions.

2. Self-Check temperature and check applicable field:

| | |
|---|---|
| <input type="checkbox"/> Temperature BELOW 100.4° F | <input type="checkbox"/> Temperature ABOVE 100.4° F |
|---|---|

****Any temperature 100.4° F or greater is considered a fever.**
If your temperature is above 100.4° F, do not enter the workplace. Return home and contact your healthcare provider.

3. Have you had close contact* with an individual diagnosed with COVID-19?

| | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

*Close contact means within six feet for more than 15 minutes in 24 hours or coming in direct contact with secretions (e.g., sharing utensils, being coughed or sneezed on, etc.). The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

If you answered YES to question #3, do not enter the workplace. Return home and contact your healthcare provider.
If NO, proceed to remaining question.

4. Have you been asked to self-isolate or quarantine by your doctor or local public health official?

| | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

If you answered YES to question #4, do not enter the workplace. Return home and follow the advice of your medical provider
If NO, to this question and all others, sign below and enter the workplace.

Acknowledgement *

I certify that I will conduct a self-screening by reviewing the above questions prior to entering a City facility or worksite. I further certify that responses will be truthful and accurate to the best of my knowledge. I further understand that if I develop any of the above symptoms, unless I have provided medical certification (medical certification only applies to City employees) indicating that the symptoms are unrelated to COVID-19, I will not enter a City facility or workplace, or if I am on City premises, I will notify Susan Schumacher, Human Resources Manager (sschumacher@weho.org, 714-376-8128) and then immediately leave the City premises.

Step 3: Temperature Station Self-Check

All City facilities with City staff have temperature stations:

- City Hall - Front and back door
- Romaine - Inside front door
- City Hall West - East entry to staff area
- Plummer Park - Inside front door
- Library - Inside staff area at ground level
- Werle Building - Inside staff area on 2nd floor

Instruction: Stand in front of the temperature station and follow instructions on the screen. Wait until the temperature scanning process is complete. The reader will have a **GREEN** display if your temperature is below 100.4°F. If your temperature scan indicates otherwise, please do not enter the workplace. Return home and contact your healthcare provider.

You are done!

Thank you for your corporation!