

# Daily Health Check

## Employee Guidance

The objective of implementing the Daily Health Check (DHC) is to minimize the spread of communicable illnesses by helping employees understand how to proceed if they are displaying symptoms of illness. As the College's response to ongoing public health concerns evolves, use of the Daily Health Check (DHC) in place of the online COVID-19 screening form provides employees with a tool to monitor their wellness.

The Daily Health Check (DHC) is a self-administered questionnaire that helps an employee determine if they are well enough to work on-site. Instead of submitting results of the Daily Health Check (DHC) via an online form, employees are expected to communicate with their supervisor and/or Human Resources to promote a safe working environment.

### Frequently Asked Questions



**I am working from home; do I need to complete the Daily Health Checkup (DHC)?**

*No, if you are working remotely and will not be reporting to a CSCC location you do not need to complete the DHC.*



**Who should I notify if I am not feeling well?**

*You should notify your direct supervisor. If you would prefer to speak with Human Resources, you should reach out to your business partner.*



**What should I do if I have symptoms of illness?**

*Stay home if you believe you are sick. Do not report to work if experiencing a fever, respiratory illness, or flu-like symptoms. After completing the Daily Health Check, if you answered "yes" to any questions, do not go to work on campus or on a College-controlled property until you have spoken with your supervisor.*



**Is there an alternative to talking with my supervisor when discussing my health or reporting a positive COVID-19 test?**

*Yes, you can report a positive case of COVID-19 or discuss a health care issue affecting your employment with an HR Business Partner.*



**What is the College's position on temporary telework during the COVID-19 event?**

*Your supervisor has received guidance from Human Resources on how best to accommodate and manage teleworking. An employee who feels well enough to work, but is unable to work on site should work with their supervisors to determine operational needs and if they can be met remotely if job duties permit. Also, check with your supervisor about the resources you need.*

*Hourly employees may work from home if it's approved by their supervisor. However, employees will need to appropriately document their hours worked and are not permitted to work overtime without prior approval from their supervisor. Managers are encouraged to work with their HR partners to address specific questions. Staff who feel well are expected to work as usual, just from home.*

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### Frequently Asked Questions continued



**Where can I find more information about the use of sick leave?**

*Policy 3-10 – Sick Leave provides information about the appropriate use of sick leave. Policy 3-10 can be found at [this link](#).*



**What if I don't have leave time available?**

*Your supervisor has received guidance from Human Resources on the best way to accommodate and manage employees who telework (work from home) temporarily. During the COVID-19 event, employees should work with their supervisors to determine the next steps. Your supervisor has the most recent information to work appropriately with Human Resources.*



**Am I required to complete the Daily Health Check?**

*While there is no longer a document to physically complete electronically, for your safety and for the safety of the campus community, all College employees should review the DHC every day that they report to the campus, a College-controlled property, or an off-site location for work.*



**Where can I find the Daily Health Check (DHC) tool?**

*You can find the Daily Health Check (DHC) tool at [this link](#).*



**I'm feeling anxious. Who can I talk to?**

*The College recognizes the anxiety and emotional strain that these circumstances may place on all of us. Remember that Columbus State's employee health plans offer comprehensive coverage for both physical and mental health care. If an employee would like to speak with a counselor or a mental health professional, contact Matrix, Columbus State's Employee Assistance Program: 614-475-9500; [www.matrixpsych.com](http://www.matrixpsych.com). The College also supports and encourages self-care during these stressful times. Remember that sleep and exercise promote immune system capacity.*

### Additional Information



If you have more questions or concerns you can reach an HR Business Partner by sending an email to [hrbp@csc.edu](mailto:hrbp@csc.edu).

For more information about the College's COVID response please visit [the COVID-19 page](#)