

From: [Shannan Clevenger](#)
To: [lwteams](#)
Subject: COVID-19 Self Screening
Date: Tuesday, March 17, 2020 10:57:47 AM
Attachments: [Coronavirus Screening Questions staff.docx](#)
[Sign In Sheet.docx](#)

LifeWays Staff,

First, thank you for your flexibility and commitment to our consumers during this very fluid time.

As you know, today we initiated the Tier 3 response level to the coronavirus (COVID-19). Effective tomorrow (March 18, 2020) we will initiate a daily self-screening process for all employees prior to reporting to work. This will match the self-screening process we are requiring of our consumers and building visitors prior to entering.

In Jackson:

SINGLE POINT OF ENTRY: All staff will need to enter the LifeWays building through the main Administration entrance from the back parking lot. Upon entry, there will be self-screening questions for you to review and a sign in sheet. This sheet will be reviewed for anyone reporting symptoms. For confidentiality, you will indicate your self-screening results on the form through the last 4 digits of your SSN.

In Hillsdale:

SINGLE POINT OF ENTRY: All staff will need to enter the LifeWays building through the main entrance. Upon entry, there will be self-screening questions for you to review and a sign in sheet. This sheet will be reviewed for anyone reporting symptoms. For confidentiality, you will indicate your self-screening results on the form through the last 4 digits of your SSN.

Prior to work, we ask that employees take their own temperature, to correctly respond to one of the questions.

If your self-screening results in a "YES" answer to any question, please contact your supervisor **PRIOR** to reporting to work. They will speak with HR and then coordinate with you.

Your personal actions in following this process will ensure continued protection of our staff and consumers. Please continue your positive attitude and patience toward the COVID-19 situation, especially as additional developments occur.

Thank you,

Shannan Clevenger MSHA, LBSW
Chief Operating Officer
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Proudly Serving Jackson & Hillsdale Counties
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LifeWays Community Mental Health, in partnership with our community and provider network, inspires hope and equips individuals on their journey toward recovery and wellness.

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Coronavirus Screening Questionnaire

Prior to entering LifeWays all staff must review these questions and complete sign in sheet

Do you have any of the following symptoms: sore throat, fever (>100.4), shortness of breath, or cough?

Yes

No

Have you traveled to any areas where there are confirmed coronavirus cases?

Yes

No

Have you had contact with anyone who has a confirmed case of coronavirus?

Yes

No

