

Dear Community Member:

Enclosed please find a packet that will hopefully help you screen your employees and protect our community during the COVID-19 pandemic.

We have included a sign-in log so that you can screen and track each employee as they report for work. Please let us know if your company needs a thermometer. In addition to taking each employee's temperature, you should also consider asking them the following questions:

- **Do you have a fever of 100.4 or greater?**
- **Do you have a cough, shortness of breath or difficulty breathing?**
- **Do you have chills or muscle aches?**
- **Do you have abdominal pain?**
- **Have you lost the sense of taste or smell?**

You will also find "How To" guides from the Center from Disease Control and the World Health Organization on hand washing, hand sanitation, and using homemade face masks. We recommend making this information available to your employees. All screeners should make sure they follow these practices as well.

If you do find that an employee is suspicious of COVID-19 symptoms please direct them to contact their healthcare physician/provider.

If your employee chooses AdventHealth as their provider, they can contact us at 855-774-5433 to make a telehealth appointment.

If you have any COVID-19 questions, please contact the North Carolina Department of Health.

The AdventHealth 24/7 Community Hotline is available for clinical questions at **828-681-2300**.

If you have questions regarding screening your employees, please contact Jeremy Wilde at **828-606-7851**.

Thank you for continuing to provide services during this critical time.

We appreciate all that you do for our community.