Employees are required to answer some screening questions and have their temperature checked before being allowed in a KDOT building. Does the employee consent to this process?

- Yes: Are they experiencing two of the following symptoms? Chills, Stiffness/Rigidity, Muscle aches or pains, Fatigue/Weakness, Headache, Sore Throat, Cough, Shortness of breath/Difficulty breathing, Sudden loss of taste or smell.
  - Yes: They cannot enter the KDOT building. The HR/Supervisor should be contacted for necessary steps to take.
  - No: They cannot enter the KDOT building. The HR/Supervisor should be contacted for necessary steps to take.
  - No: They cannot enter the KDOT building. They must contact their supervisor and HR. The employee should be sent home without pay.

- No: Have they been in close contact with someone that has been diagnosed with or suspected of having Covid-19 within the last 14 days?
  - Yes: They cannot enter the KDOT building. The HR/Supervisor should be contacted for necessary steps to take.
  - No: Scan temperature. Allowable temperature is below 100.4 degrees. Is the employee’s temperature below 100.4 degrees?
    - Yes: They will be allowed into KDOT buildings where they are expected to practice social distancing and wear the appropriate PPE.
    - No: Have the employee sit for 5 - 15 minutes with a mask after the first temperature reading and still read 100.4 degrees or above on the second temperature reading?
      - Yes: They cannot enter the KDOT building. The HR/Supervisor should be contacted for necessary steps to take.
      - No: They cannot enter the KDOT building. They must contact their supervisor and HR. The employee should be sent home without pay.