



Fill out your survey every day before coming to your workplace.

Daily Wellness Survey Guidance

When **do** you need to complete the survey?

- Required if you are working
- If you're assigned to a location where the survey is active

NOTE: The survey **must** be completed before you come into a WSSC Water work location

When **don't** you need to complete the survey?

- If you are working with the WSSC Water Nurse already and not permitted back to a WSSC Water work location per the Nurse
- If you are not working

Reporting

When should you report symptoms?

- IF YOU HAVE ANY DOUBTS...REPORT!
- If they are new, different, or more severe than a previously diagnosed condition
- If they include shortness of breath, fever, or loss of taste or smell even if consistent with a previously diagnosed condition

When should you **NOT** report symptoms?

- If they are consistent with a previously diagnosed condition (allergies, migraine, arthritis) AND they are effectively treated by your normal treatments
- If they are within 48 hours of receiving a vaccination
- If they are obviously unrelated to COVID-19 – for example, muscle/body aches associated with an ankle injury or fatigue from a bad night's sleep
- If they are lingering effects of a previous COVID-19 infection and you have been cleared to return

Reporting Travel:

- Only report travel that you haven't already reported

Following Up

What can you expect during **regular** business hours, Monday through Friday?

- If you are NOT permitted entry:
 - Email
 - Phone call if not resolved via email

What do I do in **off-peak** hours (6pm – 6am)?

- If you are NOT permitted entry:
 - Call your supervisor
 - If you think you may have gotten the message in error, the supervisor can override the survey result
 - Otherwise, you should stay home and await next steps

The Daily Wellness Survey is not a replacement for contacting your supervisor!

Employees must continue to:

- Report illness to supervisors
- Advise supervisors if they are not able to come in

Supervisors must continue to:

- Report employee illness, close contact, quarantine, positive test, or travel to covid19report@wsscwater.com
- Provide as much information to facilitate the contact tracing and return to work process as soon as possible