

COVID-19 EMPLOYEE INTAKE REPORT



THIS IS A CONFIDENTIAL FORM. This form is to be utilized by the General Manager or staff member in charge of the facility if the GM is not on duty when an employee calls or informs the club they have been exposed to someone who tested positive for COVID-19, and/or themselves tested positive for COVID-19. Please note that all information captured on this form is to remain confidential.

Send with any documentation: East Coast Director of Operations: Deborah Heisler, Deborah.Heisler@activewellness.com, OR
 West Coast Director of Operations: Marcia Franks, Marcia.Franks@activewellness.com, AND
 VP of Human Resources: Meredith DePersia, HRManager@activewellness.com

SITE INFORMATION

Site Name: _____ Location Code: _____
 Location Address: _____
 Site Phone Number: _____
 Your Name: _____ Job Title: _____
 Signature: _____ Manager's Signature: _____

EMPLOYEE INFORMATION

Name: _____ Employee Number: _____
 Phone Home: _____ Cell: _____

REPORT INFORMATION

Date: _____ Time of Report: _____
 If applicable, on what date were you exposed to someone who tested positive for COVID-19? _____
 What was the level of exposure (i.e. < or > 10 minutes at less than 6 feet apart)? _____
 If applicable, on what date were you tested for COVID-19? _____ On what date did you receive your results? _____
 Do you have, or have you had, symptoms of COVID-19?

YES

IF YES:

Were you directed by the local public health department to quarantine? YES NO

If YES, what date does that quarantine order expire? _____

Per the CDC, you may be around others after:

- 3 days with no fever **and**
- [Symptoms](#) improved **and**
- 10 days since symptoms first appeared

NO

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

IF NO:

EXPOSURE ONLY: Per the CDC, you are to stay home until 14 days after last exposure, maintain social distance from others at all times, and self-monitor for symptoms if you are exposed to a:

- Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation)

PRESUMPTIVE OR POSITIVE TEST: Per the CDC, if you continued to have no symptoms you may return to the site after 10 days of testing positive.

Do you have a second test scheduled? If YES, when? _____

Per the CDC, if you will be tested again, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

Can you provide us with the date(s) and time(s) that you were on site, either working or for personal use, and what areas you accessed, within the two weeks prior to your possible exposure to someone with COVID-19 and/or testing positive for COVID-19?

Date	Time	Area(s) of Facility

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Did you have any prolonged direct contact with members or staff? YES NO

If YES, do you know which members or staff?

Date	Time	Name(s) of Staff and/or Members and Type/Amount of Exposure

Did you maintain 6 feet of social distance from others at all times while in the facility? YES NO

Were you wearing a mask at all times while in the facility? YES NO

If there was any time that you were not wearing a mask, when and what areas in the facility was that?

Date	Time	Area(s) of Facility

Based on your answers you may be prohibited from returning to work until you have surpassed the CDC guidelines after exposure and/or presumptive or positive test. Please forward all relevant medical documentation to HRManager@activewellness.com. The manager will reach out to you with next steps. We appreciate your cooperation in protecting yourself, other members, and the Active team during this unprecedented time.