



DAMUS LIMITED

Employee Tele COVID-19 screening

It is important to establish the COVID-19 status of each person prior to confirmation of an appointment such as: interview, site visit, medical assessments, drug tests and skills testing.

The symptoms listed in the latest MOH, CDC and WHO case definitions of COVID-19 are:

- New continuous cough,
- New fever/high temperature,
- New loss of, or change in, sense of smell or taste.

Before scheduling an appointment (internal or external), assess the employee's health over the telephone by asking the following questions, and record the response(s):

1. Have you tested positive for COVID-19 in the last 14 days? Yes No
If yes, please state date: _____
2. Are you awaiting a COVID-19 test or test results? Yes No
3. Do you have any of the following symptoms: Yes No
 - ✓ New, continuous cough,
 - ✓ High temperature or fever,
 - ✓ Loss of, or change in, sense of smell or taste?
4. Do you live with someone who has either tested positive for COVID-19 or had symptoms of COVID-19 in the last 14 days? Yes No

If the person answers 'NO' to ALL of the questions, proceed with preliminary arrangements.

If the person answers 'YES' to ANY of the questions, cease further arrangements and immediately contact VP IR/HR or HSEQ Manager.

Follow up Action Required: Yes No

If yes, please state person name, briefly describe actions taken and date implemented:

Completed by: _____
Name

Date : _____