

ALL individuals (employees, family, visitors, government officials) entering the building must be asked the following questions:

Has this individual washed their hands or used alcohol-based hand rub (ABHR) on entry?	Yes	No			
Ask the individual if they have any of the following respiratory symptoms? (If YES to any, restrict them from entering the building)	Fever	Sore throat	Cough	shortness of breath	Intense tiredness
if NO to all, is the individual an employee of this institution?	Employee	Non-employee			
Has someone in your close family returned from a foreign country?					
Is the patient under home quarantine as advised by local health authority?					
Have you or someone in your family come in close contact with a confirmed COVID-19 patient in the last 14 days?					
Entrance					
Floor marking for social distancing is visible?	Yes	No			
Floor marking for social distancing is correctly marked?	Yes	No			
Temperature screening at gate level control?	Hint: Check body temperature upon entering the premises. (If the body temperature is 37.3°C or over, employees are not allowed to enter the premises).				
Wait in queue to check temperature and use of Sanitizer? (observe social distancing in queue)	Hint: Observe proper social distance of 1 meter and use of alcohol based sanitizers				
Everyone was wearing the mask?	Visitor	Employee	Vendor	Other	
Vehicle					
Check the following for every Vehicle	All windows lowered	Every passenger wearing mask	Social distancing followed		
Employee Temperature Screening					
Twice a day all the employees are checked	Dept	In Temp	Out Temp	Time	