

EMPLOYEE DAILY SELF-SCREENING POLICY

For the safety of guests and fellow team members, Port Royal Ocean Resort asks all employees to use this guidance to help prevent the spread of COVID-19 by self-screening daily prior to reporting to work.

Employee clock-in will be considered an affirmation that the self-screening was completed and none of the symptoms were present prior to the shift.

Employees, before beginning your shift ask yourself the below questions.

- **Have you or anyone in your household been in contact with anyone confirmed to have COVID-19?**
- **Do you have any of the following symptoms?**
 - Shortness of breath or difficulty breathing
 - Fever
 - Cough (that is new or has become worse and is not the result of allergies or smoking)
 - Chills and/or shaking
 - Muscle pain (not as the result of strenuous exercise or work)
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or having a temperature ≥ 100.0 degrees Fahrenheit

If you have answered yes to any of the above questions, or begin having symptoms while at work, you should immediately contact HR via phone or Zoom meeting. They will advise you of your next steps.