



February 25, 2022

Dear Colleagues,

One of the tools we implemented to help ensure the health and safety of the entire Heidelberg community was the daily COVID-19 Employee Self-Evaluation for On-Campus Work. Employees were expected to report daily temperature readings, any of the listed symptoms, and exposure to a laboratory-confirmed case on the evaluation form.

As the pandemic has evolved, employees have been reporting symptoms and possible exposure directly to the Office of Human Resources. The form has proven to be an unnecessary step in reporting. Because of this, we will no longer require employees to complete the COVID-19 Employee Self-Evaluation for On-Campus Work on a daily basis, effective Monday, February 28, 2022.

Employees should continue to follow the guidance provided for experiencing symptoms or possible exposure:

- > [What Do I Do If I'm Identified as a Close Contact?](#)
- > [What Do I Do If I'm Feeling Unwell?](#)

The Office of Human Resources still has tests available for those who need one.

Thank you for all you do to keep the Heidelberg community safe!

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