

Remove from work and send self-monitoring form

REMOVE FROM WORK AND SEND SELF-MONITORING FORM

Since team member is symptomatic, this person must be removed from work immediately. After identifying the team member's leader, email that leader and the team member the form to remove the team member from work – linked below:

Do you have copies of the forms on your desktop?

- **REMOVE FROM WORK** - If not already on your desktop, select the linked document [EOH Clearance Form for Covid-19](#) and save a copy to your desktop.
- **SELF-MONITORING FORM** - If not already on your desktop, select the linked document [Infectious Disease – Corona Virus Symptoms Self-Monitoring form](#) and save a copy to your desktop.

Steps to send email with attachments (using email template):

1. Navigate to the EOH clearance form on your desktop, complete the form and save it to your desktop under the team member's name.
2. Attach the completed EOH clearance form to an email.
3. From the email, use the "Attach file" option to attach the self-monitoring form.
4. Enter the email addresses for **BOTH** the leader and the team member (use personal email address).
5. Blind copy the Inadvertent Exposure inbox.
6. Access the email template linked [HERE](#) for removing a team member from work. Copy the content of the email template and then paste the email template content into the body of the email.
7. Send the email.