



CORONAVIRUS DISEASE 2019 (COVID-19) ABSENTEEISM REPORTING SYSTEM TOOL FOR BUSINESSES AND EMPLOYERS

Sample scripts:

- For **recorded messages**, include the following statements:

“Due to our ongoing efforts to assure the health of all employees, if you are calling in absent today, please indicate whether it is because:

1. You have a respiratory illness including fever (temperature of 100°F or greater) AND a cough and/or sore throat and/or shortness of breath.”

OR

2. You have other reasons for being absent today.”

- For **managers, human resources personnel, or other staff taking incoming calls, ask:**

1. “Do you have a respiratory illness including fever (temperature of 100°F or greater) AND a cough and/or sore throat and/or shortness of breath?”

OR

2. Do you have other reasons for being absent today?”

Sample absenteeism reporting system form:

- A. Total Number of Employees: _____
- B. Employee Absences Respiratory Illness: _____
- C. Employee Absences Other: _____
- D. Employee Absences Unknown: _____

(continued)



Absenteeism Rate Calculations:

- **Respiratory Illness Absenteeism Rate:**
 - Employee Absences Respiratory Illness (B) / Total Number of Employees (A) X 100 = **Percent absent due to respiratory illness**

- **Total Absenteeism Rate:**
 - [Employee Absences Respiratory Illness (B) + Employee Absences Other (C) + Employee Absences Unknown (D)] / Total Number of Employees (A) X 100 = **Percent absent total**

For questions, please contact DuPage County Health Department at (630) 221-7030.

More COVID-19 resources for business and employers are available at: www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html and www.dupagehealth.org/covid19