



## COVID-19: Health Self-Assessment Notice for Candidates Selected for Interviews

**[THIS DOCUMENT SHOULD SERVE ONLY AS AN EXAMPLE LETTER. PLEASE COPY THE TEXT BELOW AND PASTE IT ONTO YOUR AGENCY'S LETTERHEAD. COMPLETE THE FIELDS WITH THE APPROPRIATE INFORMATION AND OBTAIN THE NECESSARY SIGNATURES BEFORE DELIVERY.]**

**[Date]**

Dear **[Name of Candidate Selected for Interview]**,

As you are aware, the Commonwealth of Kentucky is currently in a State of Emergency in response to the COVID-19 pandemic. Employees who work in Commonwealth facilities are currently participating in screenings for COVID-19 symptoms. In order to ensure your safety and the safety of others in the office where your interview will be held, we request that you self-assess yourself for the following symptoms at least one (1) hour prior to your arrival for the interview:

- Fever of 100.5° or more
- Cough
- Shortness of Breath
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell
- Gastrointestinal Symptoms (Vomiting, Diarrhea, etc.)

If you experience any of the above symptoms, please let us know prior to your arrival, and we will reschedule your interview or conduct it telephonically.

We also request that you practice social distancing and wear a mask upon entry and during your time in our office. If you do not have a personal mask, let us know, and we may be able to provide one for you. We appreciate your assistance as we strive to remain healthy at work. We thank you for your interest in the position, and we look forward to meeting you!

Sincerely,

**[Agency Human Resources Representative]**  
**[Contact Information]**