

## Health Assessment Screening Station Guidelines

### STEP 1 - Health Questionnaire

All staff will be **asked these questions** when they report for work each day:

1. In the past 24 hours have you experienced:
  - **Fever (100.4 degrees or higher)**
  - **Cough** (excluding chronic cough due to known medical reasons)
  - **Shortness of breath**
  - **Sore throat**
  - **Diarrhea** (excluding diarrhea due to known medical reasons) or
  - **Loss of taste or smell**
2. Have you had **close contact** in the last 14 days with an individual diagnosed with COVID-19?
3. Have you **traveled** on an airplane internationally or domestically in the last 14 days?

### Health Assessment Screener Responsibilities:

- The health screeners shall take their own temperature (if able) and perform a self-assessment before reporting to campus.
- The individual administering the questions/temperature check must always wear the appropriate Personal Protective Equipment (PPE).
- Ask the above 3 questions (as written) to each employee that comes through the screening station.
- You must receive a verbal "Yes" or "No" for each question from the employee.
  - If the employee nods, request a verbal answer: "Please answer with a 'yes' or a 'no' for us to proceed."
- If the employee answers "yes" to any of the symptoms (Q#1) and indicates it is due to a known medical condition, allow the individual to proceed as if the response was "no."
- If an employee answers **YES to any of the screening questions**:
  - The employee will be sent home immediately and told to self-isolate/self-quarantine at home for:
    - **Question #1:**
      - If symptoms are present, a minimum of 7 days since symptoms first appeared. Must also have 3 days without fevers and improvement in respiratory symptoms.
      - The employee is encouraged to contact their healthcare provider for questions and additional instruction.
    - **Question #2:**  
14 days after the employee had close contact with an individual diagnosed with COVID-19.
    - **Question #3:** 14 days following international or domestic travel by airplane.

### STEP 2 - Temperature Check

All staff will **have their temperature taken** when they report for work each day.

If temperature is 100.4 or higher, a second reading will happen after a 5-minute wait.

If temperature remains 100.4 or higher, the employee will be sent home immediately and told to self-isolate/self-quarantine at home for a minimum of 7 days and 3 days without fever. The employee is encouraged to contact their healthcare provider for questions and additional instruction.

### **Health Assessment Screener Responsibilities:**

- The individual administering the questions/temperature check must always wear the appropriate Personal Protective Equipment (PPE)
- If an employee refuses to have their temperature taken, send the individual home.
- In the drive-thru station(s), the Screener will take the temperature through the passenger-side window to maintain as much distance as possible from the driver.
- If an employee is challenging the results or whether they can work that day, the employee should contact Cheryl Krause, Director - Student Health Services (x0220) - keep the line moving!

### **STEP 3 - Work Authorization**

If employees successfully complete STEP 1 and STEP 2 of the health assessment, they are authorized for on-campus work that day. Authorized employees will be given a sticker to wear indicating they have completed the health assessment and are authorized for on-site work.

### **Employee Responsibilities for On-Site Work**

All employees (and visitors) conducting on-campus work, must abide by the following guidelines at all times:

1. Report to the Health Assessment Station BEFORE reporting to your work site for the day.
2. Complete the Health Assessment including questionnaire and temperature check each day that on-site work will be conducted. If an employee does not pass any component of the assessment, they must not report to on-campus work, notify their supervisor immediately, and if able conduct their work remotely that day.
3. Ensure the visual indicator (i.e. sticker, wristband) that indicates you are authorized to be on campus is displayed at all times.
4. Wear a face mask or covering whenever you are with another person. Face masks have been provided to all employees engaging in on-site work.
5. Limit where you go to only those places necessary to complete work tasks.
6. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing. If soap and water are not readily available, use hand sanitizer. Hand-sanitizing stations are located in all campus buildings. Cover all surfaces of your hands and rub them together until they feel dry.
7. Wipe down frequently touched surfaces and equipment before and after you use them. Disinfecting wipes are available in all campus buildings. If none are available, please submit a Work Order, and Facilities will have more delivered.
8. Avoid touching your eyes, nose and mouth with unwashed hands.
9. Avoid shaking hands with anyone.
10. Put at least 6 feet, or as much distance as is reasonably possible, between yourself and others.
11. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash immediately, then wash your hands with soap and water for at least 20 seconds, or clean your hands with hand sanitizer.
12. When taking your break, maintain at least 6 feet of space from other employees and wipe down all surfaces on which you plan to place any food before you eat.
13. Alert your supervisor and go home if you are or begin to feel sick, or if you have been potentially exposed to COVID-19. While we value your contribution, isolation is the key to managing this virus overall.