

Procedure: “At-Work” Screening Process for Employees

This applies to employees working in residential sites, group homes, day programs, and ICFs, etc. using the screening forms and documents.

EQUIPMENT

- Electronic thermometer and probe cover
- Means to wash and disinfect the thermometer between uses (e.g., Alcohol pad or soap and water)
- Employee Screening Tool Form

PROCEDURE

- 1) Assemble the screening tool, digital thermometer and thermometer covers.
- 2) Wash hands.
- 3) Employees are required to complete the *Employee Screening Tool* at the beginning of each shift and PRIOR to engaging in any care or support activities:
 - a. If the answer to any question is “YES” the employee should be sent home.
 - i. Notify the supervisor and the HR representative.
 - ii. The ED is responsible to ensure that this is logged into the company [COVID-19 Tracker](#) under “Employee Cases.”
 - iii. Follow the directions from the tracker regarding home quarantine, isolation and notification to the local health department as indicated
 - b. If the answer to all questions is “NO”, and the temperature is below 100.0° F (37.8° C), wash your hands and continue with shift change per usual.
- 4) Wash your hands
- 5) Secure the Employee Screening Tool documents in a confidential envelope, and place in a secure location in the home (e.g., locked in the medication cabinet or with the records). The screening tools are picked up or sent to the core office weekly for review and filing.

See also: [Return to Work Criteria](#)

Reasonable Exposure Guidelines and additional clarification

1. “Close contact” is defined as:
 - a. Living in the same household as a person with a confirmed or presumed positive COVID-19 test
 - b. Caring for a sick person with a confirmed or presumed positive COVID-19 test
 - c. Being within 6 feet of a confirmed or presumed positive COVID-19 test for 10 minutes or more
 - d. Being in direct contact with secretions from a sick person with a confirmed or presumed positive COVID-19 test (e.g., being coughed/sneezed on, kissed, sharing utensils, etc.)

2. **For A COVID-19 Close Contact Exposure with fever** – employee should stay home for at least 14 days from the onset of signs and symptoms or as ordered by a MD.

3. **For Non-COVID-19 Exposure, but employee has fever of 100.0 or higher** – send home and inform them that they must be free of fever and other signs and symptoms for 72 hours without the use of fever-reducing medications before return to work.