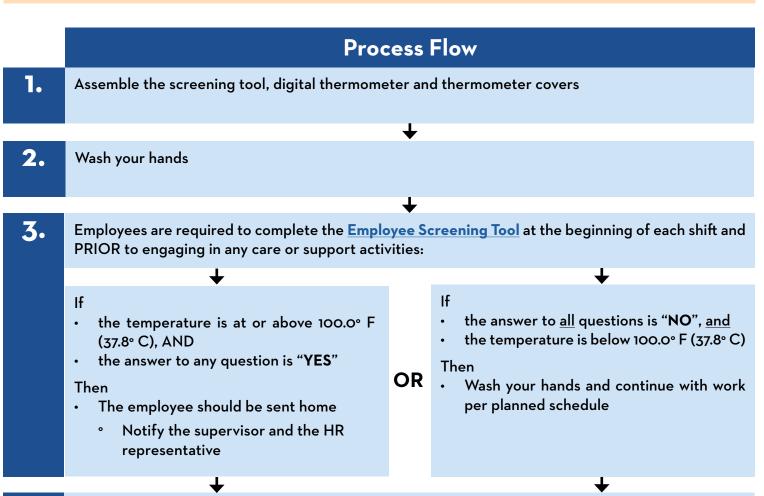
At-Work Screening Process for Employees

This applies to employees working in residential sites, group homes, day programs and ICFs 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



- Wash your hands
- The ED is responsible to ensure that the case is logged into the <u>Company COVID-19 Tracker</u> under Employee Cases
- Secure the <u>Employee Screening Tool</u> 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 on a routine basis for review and filing.