<u>At-Work Screening Process for Employees</u>

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

	Process Flow			
1.	Assemble the screening tool, digital thermometer and thermometer covers			
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2.	Wash your hands			
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3.	Employees are required to complete the <u>Employee Screening Tool</u> at the beginning of each shift and PRIOR to engaging in any care or support activities:			
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	 If the temperature is at or above 100.0° F (37.8° C), AND the answer to any question is "YES" Then The employee should be sent home Notify the supervisor and the HR representative 	OR	 If the answer to <u>all</u> questions is "NO", <u>and</u> the temperature is below 100.0° F (37.8° C) Then Wash your hands and continue with work per planned schedule 	
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4.	Wash your hands			
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5.	The ED is responsible to ensure that the case is logged into the <u>Company COVID-19 Tracker</u> under Employee Cases			
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6.	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.			