

## Post COVID-19 Exposure Verbal Screening Guidelines

**\*\*Agencies should implement screenings for all employees for at least 14 days upon discovery that the worksite has been exposed to a person who is a probable or confirmed case of COVID-19. Note: The Department of Health recommends that agencies with high case numbers conduct routine screenings.**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, customers, and clients, precautionary measures have been established for the phased reopening of commonwealth operations. One of the most significant and highly visible return to work measures is post-exposure screenings. Please note that the following guidance may differ for 24/7 operations including: correctional facilities, state hospitals and centers, veterans' homes and youth development centers. Employees at such facilities should continue to follow the guidance issued by their agency.

Until further notice, verbal screening has been implemented for a period of at least 14 days, for all employees and contractors entering the worksite. Verbal screening guidelines comply with the Governor's recommended phased reopening protocol across the commonwealth. In addition, verbal screening protocol mirrors the approach doctors' offices are adhering to by not requiring temperature screenings of individuals during the appointment. The individual is only asked a series of verbal questions to determine if COVID-19 symptoms are presenting at that time. The following instructions are provided for those individuals assigned to screen employees. Questions regarding the screening process may be directed to the designated point of contact within your agency or delivery center.

A **COVID-19 Screening Form** does not need to be completed unless an individual answers "YES" to one of the questions asked within the screening.

Designated screeners should be scheduled to arrive 15 minutes prior to the start of each scheduled shift. Daily before, during and after temperature screening steps are listed below.

## Before Your Shift

### 1. Retrieve necessary cleaning supplies and sanitize:

- ☐ Your hands - immediately and several times throughout the day
- ☐ Working surfaces (including station, chair arms, pens, etc.)

### 2. Retrieve screening supplies and prepare the testing station. Each station should include:

- ☐ Face masks, if available
- ☐ Exam Gloves, if available and as required
- ☐ Liquid and cloth hand sanitizers
- ☐ Germicidal cloths
- ☐ **COVID-19 Screening Forms**
- ☐ Envelopes or stapled packets containing **Referral to Medical Services Notice** and **Return to Work Status Form**
- ☐ Envelopes or stapled packets containing **Referral to Medical Services Notice – Contractor** and **Return to Work Status Form**
- ☐ Pens
- ☐ All other appropriate agency specific items e.g. additional forms, color of the day wristbands/stickers/signs, additional masks, etc.

## During Your Shift

### 3. Screening Procedures:

Each individual requesting entrance to the building, for the first time each day, must complete a verbal screening. Employees who had a screening at one worksite at the start of their shift are not required to re-take the screening if they travel to another location. Individuals waiting to enter the building should be informed to practice social distancing and wear masks as they wait for their screening. Screeners are required to provide masks to individuals not wearing one.

Screeners are to adhere to personal and work safety hygiene standards during the screening process and do the following steps prior to conducting a temperature screening:

- ☐ Sanitize hands and put on exam gloves if available and as required.
- ☐ Sanitize working surfaces (including station, chair arms, etc.)
- ☐ Stand at least an arm's length to the side of the employee being screened.
- ☐ Advise the employee:
  - The safety of our employees, customers, clients, and visitors remains our primary concern. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to others, we are conducting a screening of all employees entering the worksite. Your participation is important in helping us take precautionary measures to protect you and everyone in the building.
- ☐ Ask the following questions:
  - Are you showing any signs of one or more of the following symptoms - Temperature of 100.4 °F or higher, cough, shortness of breath, chills, repeated

shaking with chills, muscle pain, headache, sore throat, loss of taste or smell or difficulty breathing that are not related to a pre-existing medical condition?

- If the individual says yes, **or** is noticeably sick:
  - ☐ Complete the **COVID-19 Screening Form**; seal it in a confidential envelope.
  - ☐ Provide the appropriate envelope containing the **Referral to Medical Services Notice** and **Return to Work Status Form** to this individual.
  - ☐ Instruct the individual to go home and follow the instructions in the letter.
- If the individual says no, continue to the next step.

➤ Have you had close contact with a person who is under investigation for COVID-19 (Close Contact: Within six feet for ten or more minutes)?

- If the individual says yes:
  - Complete the **COVID-19 Screening Form**; seal it in a confidential envelope.
  - Provide the appropriate envelope containing the **Referral to Medical Services Notice** and **Return to Work Status Form** to this individual.
  - Instruct the individual to go home and follow the instructions in the letter.

➤ If the individual says no:

- Provide the individual with the appropriate agency specific indicator, if available.
- Thank the individual and state that entering the building is permitted.

☐ Clean and sanitize working surfaces.

☐ Consult with your HR Office on the disposition of completed screening forms. Forms and all content are to be kept strictly confidential.

## **After Your Shift**

- ☐ Sanitize - your hands, working surfaces (including station, chair arms, etc.)
- ☐ Ensure all screening forms have been provided to the appropriate party.
- ☐ Return cleaning and screening supplies to the appropriate location.