

SAMPLE EMPLOYEE SCREENING POLICY

To: All Employees

From: Management

RE: COVID-19 Protocol

As an employee of _____, you are an important part of the team during this fast-moving pandemic crisis. Our collective response to the public, and to each other, requires frequent adjustments, especially now that COVID-19 has entered our community and is spreading through personal contact.

Our response to this crisis requires many people doing a variety of tasks that will continue even as the disease is present in our community. To protect all, employees must be honest and steadfast in their adherence to necessary guidelines. Those who don't adhere put **everyone's** safety at risk. Keeping everyone safe requires everyone's effort.

For the safety of all, it is crucially important that employees take steps to help minimize the introduction of COVID-19 into the workplace and the transmission of the disease to others.

Please follow these procedures:

STAY INFORMED

All employees are expected to stay informed about the pandemic and seek current information from reputable sources such as the St. Charles County COVID-19 website (www.sccmo.org/COVID), the Centers for Disease Control and Prevention, the Missouri Department of Health and Senior Services or the World Health Organization.

SELF-OBSERVATION and SELF-MONITORING

All employees should remain alert for symptoms of COVID-19, and take immediate action if they note these symptoms and monitoring be self-monitoring for these symptoms:

- Cough
- Fever
- Shortness of breath

Other symptoms that have been observed in COVID-19 patients but are less common include chills, muscle aches, sore throat, runny nose, chest pressure or pain, nausea, vomiting, diarrhea, loss of appetite, abdominal pain, and headache.

If any employee has a new onset of these symptoms, and the symptoms are not part of a chronic condition, the employee should contact their supervisor and stay home from work from the time when the symptoms began until 72 hours after the symptoms completely resolve.

Employees who test positive for COVID-19 will be instructed by their provider or Department of Public Health to stay home.

Shift-entry Screening

Employees will be screened for the following symptoms upon reporting to duty for each shift.

Cough

Do you have a **new** cough?

Yes: You should not have reported to work.

No: Continue to monitor, and report to your supervisor if you develop a new cough.

Do you have a cough that you have had for more than a month?

No: No action is needed.

Yes: —Is the cough worse in frequency, severity, intensity or in any other way?

Yes: You should not have reported to work.

No: No action is needed.

Fever

Have you felt feverish or have you had a fever in the past 24 hours?

Yes: You should not have reported to work.

No: Continue to monitor, and report to your supervisor if you develop a fever.

Shortness of breath/difficulty breathing

Do you feel short of breath or have difficulty breathing in a way that is not normal for you?

Yes: You should not have reported to work.

No: No action is needed.

Exposure

Have you had an exposure of more than 10 minutes and closer than 6 feet to a person who is symptomatic and has a lab-confirmed diagnosis of COVID-19 in the past 14 days?

Yes: You should go into isolation and contact the COVID-19 hotline so you can be quarantined.

No: No action is needed.

Exposure Guidance

Exposure to COVID-19 is a frightening prospect for many people, and unfortunately, an increasingly common event. Since employees will be exposed, here is some guidance regarding exposures.

An employee who **lives in the same household** as another person with symptomatic laboratory-confirmed COVID-19 should be quarantined. The employee should contact the St. Charles County COVID-19 Hotline (636) 949-1899

An employee who is the **intimate partner** as another person with symptomatic laboratory-confirmed COVID-19 should be quarantined. The employee should contact the St. Charles County COVID-19 Hotline (636) 949-1899

An employee who **cared for another person** with symptomatic laboratory-confirmed COVID-19 should be quarantined. The employee should contact the St. Charles County COVID-19 Hotline (636) 949-1899

An employee **traveled next to** a person (within 6 feet) as another person with symptomatic laboratory-confirmed COVID-19 should be quarantined. The employee should contact the St. Charles County COVID-19 Hotline (636) 949-1899

An employee who was **in the same indoor environment**, such as a classroom, hospital waiting room, or office as another person with symptomatic laboratory-confirmed COVID-19 should monitor for symptoms as noted above; practice social distancing; and postpone long-distance travel on commercial conveyances. This employee will be permitted to work so long as they do not develop symptoms.

An employee who **lives in the same household** as another person who is symptomatic, but does not have laboratory-confirmed COVID-19 should; avoid the isolation space of their person in their household; monitor for symptoms as noted above; practice social distancing; and postpone long-distance travel on commercial conveyances. This employee will be permitted to work so long as they do not develop symptoms.

An employee **who traveled to an area with widespread sustained transmission** or on a ship or boat with known transmission should be quarantined. The employee should contact the St. Charles County COVID-19 Hotline (636) 949-1899.

People who live or visit regional communities such as Illinois or St Louis County, with widespread sustained transmission are advised to use extreme caution when in those communities to minimize their exposure to COVID-19. Employees who visit these communities will be permitted to report to work, if they did not participate in a public gathering of 10 or more people, and if they did not take public transportation, and if they have not had prolonged contact with a symptomatic person of unknown COVID-19 status (6 feet for 10 minutes or longer).