

APRIL 2020



COVID-19 PRE-SCREENING PLAN

I. PURPOSE

Washington Department of Health and Labor and Industries recommend employers implement some type of employee and visitor screening for people working on site during this activity of coronavirus disease (COVID-19) response.

This framework aims for implementation of an active screening program to uphold the safety and well-being of DES employees, tenants, and visitors. This document intends to provide clear and concise direction for the screening of personnel working throughout the diverse sites of DES.

II. PLANNING ASSUMPTIONS

Guidance is fluid and always changing. This particular guidance may change as we return more people to the workplace and we would modify this document and process accordingly.

Symptoms of COVID-19

For confirmed COVID-19 cases, reported illnesses have ranged from mild symptoms to severe illness and death.

Symptoms can include: • Fever • Cough • Shortness of breath / difficulty breathing • Fatigue/muscle aches

Transmission

The COVID-19 virus is thought to spread primarily from person-to-person transmission:

- Between people who are in close contact with one another, generally less than 6 feet of an infected person
- Via respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- Touching a surface or object that has COVID-19 on it and then touching one's own mouth, nose, and/or possibly the eyes

Other considerations

- According to the CDC, symptoms can appear between 2 and 14 days after exposure
- A person may NOT have a fever and yet still be a carrier of the virus
- People are thought to be most contagious when they are symptomatic, for example, experiencing fever, cough, and/or shortness of breath
- Asymptomatic and mildly symptomatic individuals can also spread COVID-19
- A person without an elevated temperature does not mean he/she has a clean bill of health
- There have been numerous reports of inaccurate temperature readings from the forehead scan type thermometer
- Temperature testing does NOT ensure there is no communicable disease in the workplace and does not prevent the spread of disease
- Many cases are referred to as asymptomatic, which means that some individuals report no symptoms at all, but can still be carriers of the virus and can infect others

DES and Capitol Campus employees

A majority of employees will continue teleworking until a time to be determined.

Method and means for screening are flexible to accommodate the various sites.

If an employee will be in an office space alone, they should check in with their supervisor to self-report any COVID-19 indicators.

III. SCREENING GUIDANCE

Guidance for screening of DES employees

Understanding there will be variances in the screening process, care should be taken to follow the guidance to ensure consistency throughout the agency.

Assistant Directors (ADs) should:

- Designate a single door of entry for the screening location of each one of their business lines
- Designate who will conduct the screening
- Ensure screening occurs for every employee regardless of time of start
- The line for screening should support social distancing of 6 feet
- Ensure screeners have and wear appropriate PPE

Once employees arrive at the designated location for screening, the following questions (**Attachment 1**) must be asked verbally:

Since you last worked on site or your last visit to this site have you experienced:

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?
4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
6. Have you been advised to self-quarantine due to close contact with a suspected or confirmed positive COVID-19 case?
7. In the last 14 days have you had close contact, without the use of appropriate PPE, with a person who is suspected or confirmed positive for COVID19. Close contact is defined as within 6 feet for more than ten minutes.

If an employee answers **No to all questions**

If an employee's response to all six questions is "**No**", the employee will receive a designated sticker to be placed on their badge.

No documentation is required for employees answering "no" to the questions.

Capitol Security and Visitor Services will provide the stickers and the schedule for the designated color of sticker to place on the screened employee's badge.

If an employee answers **Yes** to any of the questions

If an employee answers “**Yes**” to any question 1-6:

- Capture date and time of screening, employee’s name, best contact number, and the questions the employee indicated with a “Yes” response. Report this information to the division’s HR Business Partner via email immediately.
- Employee receives handout (**Attachment 2 and Scenarios and Benefits available handout**) advising them to return home and contact their supervisor. The handout also includes a matrix to outline their options from teleworking to types of leave available for use. Employee must remain home for at least 72 hrs after symptoms end or 7 days, whichever is longer, unless a health care professional released them for work earlier

If an employee answers “**Yes**” to question 7:

- Employee receives a designated sticker to be placed on their badge
- Employee receives **Attachment 3, Next Steps Possible Exposure** handout
- Employee must wear a face mask while at work and regularly monitor their temperature
- Employee must continue wearing a face mask and monitoring their temperature for two weeks after last close contact exposure

If an employee refuses to participate in the screening, they do not pass the screening and not allowed in the work site. Capture the employee’s name, best contact number, and supervisor’s name. This information should be reported to the division’s HR Business Partner immediately.

Guidance for visitors to DES sites

If a visitor will be onsite less than 10 minutes, a screening is not required.

Any visitor that will spend more than 10 minutes within a DES site should be directed to the designated screening area. If a **visitor** answers “**Yes**” to any question 1-7, the visitor is not allowed on site.

Information for screener to send HR Partner via email if an employee answers “Yes”:

Date/time of screening

Employee name

Best contact number

Which questions did the employee indicate “Yes”

HR Business Partners

Rachel Holder 360-407-9078

- Business Resources
- Directors office

Tony Brown 360-407-9217

- Capitol Security and Visitor Services
- Enterprise Technology Solutions
- Finance
- Human Resources
- Strategy and Performance
- Workforce Support and Development

Jeremy Martin 360-407-7923

- Contracts and Procurement
- Enterprise Risk Management
- Facility Professional
- Government Relations

Shannon Hofstetter 360-407-9225

- Buildings and Grounds
- Communications

Attachment 1, COVID-19 Screening Questions

- Screening should be done as employees arrive on site at the entrance to the building.
- Mark social distance spacing to help ensure employees stay more than 6' apart while waiting to be screened.

Since you last worked on site or your last visit to this site have you experienced:

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?
4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
6. Have you been advised to self-quarantine due to close contact with a suspended or confirmed COVID-19 case?
7. In the last 14 days have you had close contact, without the use of appropriate PPE, with a person who is suspected or confirmed positive for COVID19. Close contact is defined as within 6 ft for more than ten minutes.

If an **employee** answers “**Yes**” to any question 1 -6:

- Give the employee **Attachment 2, Next Steps 1-6** handout and send them home
- They have to remain home for at least 72 hrs after symptoms end or 7 days, whichever is longer, unless a health care professional releases them for work earlier
- Capture date and time of screening, employee’s name, best contact number, and the questions the employee indicated with a “Yes” response. Report this information to the division’s HR Business Partner via email immediately

If an **employee** answers “**Yes**” to question 7:

- Give the employee **Attachment 3, Next Steps Possible Exposure** handout
- Employee must wear a face mask while at work and regularly monitor their temperature
- They have to continue wearing a face mask and monitoring their temperature for two weeks after last close contact exposure

Information for screener to send HR Partner via email if an employee answers “Yes”:

Date/time of screening

Employee name

Best contact number

Which questions did the employee indicate “Yes”

If a **visitor** answers “**Yes**” to **any question 1-7**, the visitor is not allowed on site.

Attachment 2, Next Steps 1-6

Dear DES Employee,

Thank you for completing the screening process today.

Due to your answers, we ask you to return home at this time. Your health is very important to us and want you to be able to rest and recover.

If you have concerns about possible exposure and symptoms, visit the DOH Coronavirus page at www.doh.wa.gov/Emergencies/Coronavirus, or call your health care provider if necessary.

Stay in contact with your supervisor

- Follow call-in procedure so they know when you anticipate being able to return to work.
- If your symptoms appear to be improving, ask if you can work remotely while you continue to rest and recover.
- Your supervisor will work with you on leave usage and remote work.

Returning to work

Following DOH guidance, you can return to work:

- 72 hours after your fever has resolved and symptoms have improved, or
- 7 days after symptoms started, whichever is longer.

If you're diagnosed with COVID-19

Refer to the following DOH guidance updated April 28, 2020:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasepositive.pdf>.

Thank you for supporting your health and the health of your coworkers. We hope you're back to full health shortly and we look forward to seeing you then. Please remember the Employee Assistance Program is a free resource available to you and your family. Visit eap.wa.gov.

COVID-19 Scenarios & Benefits Available

The information shared on this flyer does not necessarily guarantee benefits. Speak with your local HR consultant to verify coverage.

COVID-19 Scenarios When Telework Is Not an Option	Sick Leave	Emergency Paid Sick Leave	Family and Medical Leave Act	Emergency Family and Medical Leave Expansion	Washington Paid Family and Medical Leave	Vacation Leave	Shared Leave	Leave Without Pay	No Loss in Pay for up to 14 days
	Standard	Families First Coronavirus Response Act	Standard	Families First Coronavirus Response Act	Standard	Standard	Standard	Standard	Governor's Proclamation 20-05
1 Employee tests positive for COVID-19	✓	✓	Work with your HR consultant	✗	Refer to ESD	✓	✓	✓	✗
2 Employee has symptoms of COVID-19 and is seeking a medical diagnosis	✓	✓	Work with your HR consultant	✗	Refer to ESD	✓	✓	✓	✗
3 Employee is subject to Stay at Home Stay Health order and the employer does not have any work for them to do.	✗	✗	✗	✗	✗	✓	✗	✓	✗
4 Employee has been advised by a health care provider or health official to self-quarantine	✓	✓	Work with your HR consultant	✗	Refer to ESD	✓	✓	✓	Work with your HR consultant

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	Standard	Families First Coronavirus Response Act	Standard	Families First Coronavirus Response Act	Standard	Standard	Standard	Standard	Governor's Proclamation 20-05
5 Employee has been in close contact (as defined by Washington State DQH) with a sick person with COVID-19 but is otherwise healthy, not showing symptoms	✗	✗	✗	✗	✗	✗	✗	✗	✓
6 Employee is caring for an individual who is subject to a government quarantine or isolation order or has been advised by a health care provider to self-quarantine	Work with your HR consultant	✓	Work with your HR consultant	✗	Refer to ESD	✓	Work with your HR consultant	✓	✗
7 Employee cannot work because their child's school is closed and/or their child care provider is unavailable due to COVID-19	✓	✓	✗	✓	✗	✓	✓	✓	✗

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	Standard	Families First Coronavirus Response Act	Standard	Families First Coronavirus Response Act	Standard	Standard	Standard	Standard	Governor's Proclamation 20-05
8 Employee fears congregate areas and refuses to come to work	✗	✗	✗	✗	✗	Work with your HR consultant	✗	✓	✗
9 Employee is in a category of increased risk of severe illness and death as listed in CDC guidelines	✓	✓ With documentation	Work with your HR consultant	✗	Work with your HR consultant	✓	✓	✓	✗

Attachment 3, Next Steps Possible Exposure

Dear DES Employee,

Thank you for completing the screening process today. Due to your answers, we ask you to wear a face mask while you are at work and to self-monitor your temperature. You'll need to take your temperature each morning before arriving at work and stay at home if your temperature is 100.4 or higher. You will also need to stay home if you have a yes answer to any of the following questions.

1. A new fever (100.4°F or higher), or a sense of having a fever?
2. A new cough that you cannot attribute to another health condition?
3. New shortness of breath that you cannot attribute to another health condition?
4. A new sore throat that you cannot attribute to another health condition?
5. New muscle aches that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

Your health is very important to us. Please visit

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDexposed.pdf> for more information. Call your health care provider if you feel it is

necessary. If you are diagnosed with COVID-19 refer to DOH's return to work guidance updated March 17, 2020 at:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDcasesensitive.pdf>.

Thank you for supporting your own health and the health of other DES employees. Please remember the Employee Assistance Program is a free resource available to you and your family. It can be found at:

<https://des.wa.gov/services/hr-finance/washington-state-employee-assistance-program-eap>