

## SCREENING OF EMPLOYEES AND VISITORS ENTERING STATE FACILITIES

The Agency of Administration has developed this procedure for screening employees and visitors entering state facilities. As state facilities begin a phased re-opening under the Governor's Executive Order 01-20: *Work Smart & Stay Safe - Restart VT*, this procedure addresses the need to protect our State employees and the public we serve from potential exposure to the COVID-19 virus. This procedure shall not replace similar existing policies for residential, healthcare, and correctional facilities.

Some provisions of Executive Order 01-20 and mandatory requirements for workplaces addressed by this procedure include:

*Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea).*

*Prior to the commencement of each work shift, all employees (except those that work alone and have no contact with other people during their shift such as those who work from home remotely) shall complete a health survey either in-person at the worksite or prior to arriving at the worksite. This screening survey shall require an employee to verify that he or she has no symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle or body aches, headache, congestion or runny nose, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea) before they enter the workplace. It is strongly recommended that a temperature check be conducted by the employee at home or a non-contact temperature check be conducted by the employer or the employee at the worksite. Employers may create systems that work best for their unique operations - but must be able to demonstrate, if asked by employees or state health officials, that all employees have been pre-screened for symptoms before they enter the workplace.*

*No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have close contact for more than 15 minutes with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.*

### Definitions

**Close Contact**           Recent prolonged exposure where someone has spent at least 15 minutes or more in a 24-hour period within 6 feet of a known COVID-19 infected individual. The prolonged exposure must have occurred within in the past 14 days.

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Cloth Face Covering	A loose-fitting cloth mask that covers the nose and mouth. To be worn when in the presence of others. A cloth face covering is worn primarily to reduce the spread of respiratory droplets. It is not considered Personal Protective Equipment (PPE).
PPE	Is equipment worn to reduce the risks associated with exposure to hazards that cause serious workplace injuries and illnesses.
Screener	A person or persons designated by the agency or department occupying a state facility in consultation with the Department of Human Resources, to ask questions and take the temperature of themselves and/or all persons entering a state facility. Screeners will receive training, appropriate PPE, and cleaning supplies to perform these duties.
State Facility	Is any state-owned or leased building under the jurisdiction of the Department of Buildings and General Services (BGS), Vermont Agency of Transportation (VTrans), and Agency of Natural Resources (ANR).

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## Symptoms

People with COVID-19 have had a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. Employees are encouraged to take their own temperatures at home and are directed not to come to work if they are experiencing any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Employee Self-Screening

Under the Governor's Executive Order 01-20 and implementation guidance, State employees are required to survey their own health prior to reporting to arriving at a worksite which may be State Facility or field. The prescreening includes conducting a health survey and taking your temperature.

**If the answer to any of the survey questions is “yes” and/or has a temperature 100.4°F or greater, the employee is prohibited from entering the worksite and must call their supervisor for additional guidance.**

Taking your temperature at home is the preferred method of prescreening. If the employee does not have access to a medical thermometer at home, a non-contact infrared thermometer may be provided at the worksite. The employee will then use the thermometer immediately upon arrival at the worksite.

Employees experiencing symptoms of COVID-19 should contact their healthcare provider and follow the [Vermont Department of Health guidance](#) and the instructions of their healthcare provider. Employees with a diagnosed case of COVID-19 must isolate under Vermont Department of Health guidelines. More information is available at the [Vermont Department of Health COVID-19 resource page](#).

## Facility Entrance Screening

Individual agencies and departments, or BGS, may elect to prescreen employees upon arrival at a State facility.

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The location of the screening will be determined by the agency/department(s) occupying the state facility. Building access (ingress only) will be provided at a single location to be determined by the leadership at such facility and the designated facility Health Officer. In most situations, the screening location will be stationed either immediately outside or inside the designated facility access location. Where feasible, the screening location will be in an open area that provides sufficient room for social distancing and where there exists either some natural or mechanical air flow. The goal is to have one entry for each building that all employees use when entering the building.

A designated screener will ask all employees and visitors entering the facility to answer a standard set of questions. If a thermometer is available, the Screener will take the employee's or visitor's temperature using a non-contact (no touch) thermometer pointed at the forehead region. Individuals and Screeners will follow the Facility Entrance Screening protocol in Appendix A.

In accordance with Executive Order 01-20, each facility will have a designated Health Officer. The Health Officer will work with the Screener as needed to ensure this procedure is executed in accordance with the Executive Order 01-20.

### **Engineering Controls and Personal Protective Equipment for Screeners**

Measures will be taken to protect designated screeners who will be interacting with state employees and members of the public. Designated screeners will be provided with Personal Protective Equipment (PPE) as follows: Cloth face covering or face mask, disposable safety gloves, and goggles or face shield. Designated screeners will be provided with alcohol-based hand sanitizer for use between glove changes. A lined trash can, surface cleaner, and PPE guidance will be provided at each screening station. Screeners will be provided training in the proper donning (putting on), doffing (removing), and cleaning of PPE.

Where practical, designated screeners may be located behind a plexiglass shield, sneeze guard, or other impermeable barrier. Designed screeners located behind such a barrier will not be required to wear goggles or a face shield.

Used disposable PPE will be discarded in the lined trash bin throughout the shift. Custodial staff will remove the trash and replace the liner daily. Reusable PPE such as goggles or face shield will be cleaned at the end of each shift and placed in a safe location where the equipment will not be disturbed until the next shift.

All frequently touched surfaces, tabletops, and barriers at the screening station will be cleaned and disinfected frequently, generally two to three times a day depending on the volume of employees and visitors entering our state facilities. This work will generally be performed by custodial staff and may be supplemented by the designated screeners using surface cleaner.

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Designated screeners will be responsible for cleaning shared equipment at the beginning, middle, and end of each shift, including such items as thermometers and laminated papers.

### Resources

[Vermont Health Department COVID-19 Information](#)

[Executive Order 01-20: Work Smart & Stay Safe -- Restart VT](#)

[Vermont Agency of Commerce and Community Development \(ACCD\) – Work Safe Additions to the Be Smart & Stay Safe Executive Order](#)

CDC Guidance: [Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#)

## SCREENING OF EMPLOYEES AND VISITORS ENTERING STATE FACILITIES

### Appendix A: Facility Entrance Screening

*It is suggested that this screening tool be laminated for easy cleaning.*

- Upon arrival to the facility, individual employees and designated screeners will ask a series of questions set forth on the form provided below.
- Individual employees and designated screeners will take a temperature reading using a non-contact thermometer provided at the designated entrance into a facility.
- If an answer to **one** of the questions is YES, or a forehead temperature is equal to or exceeds 100.4°F/38°C, the associated employee or visitor is required to leave the facility. Employees that do not pass the screening protocol are required to contact their supervisors for additional guidance.
- For the questions concerning quarantine due to recent non-essential travel:
  - Vermont residents who have traveled outside of Vermont in the past 14 days for non-essential purposes must quarantine.
  - Visitors to Vermont must also quarantine for 14 days.
  - People traveling for essential purposes, including work, do not need to quarantine. Essential travel includes travel for personal safety, medical care, care of others, parental shared custody, for food, beverage or medicine, to attend preK-12 school and college if commuting daily, or to perform work for businesses that are currently allowed to operate.
- Anyone who refuses to comply with the screening, to include the temperature check, will not be allowed entrance into the facility.
- Individual employees and designated screeners are required to disinfect shared tools and equipment between users.

## SCREENING OF EMPLOYEES AND VISITORS ENTERING STATE FACILITIES

In the past 14 days have you had close contact <sup>(1)</sup> with a person confirmed to have COVID-19?	Yes	No
Are you presently subject to quarantine because you arrived in Vermont in the past 14 days?	Yes	No
Are you currently required to quarantine <sup>(2)</sup> due to travel outside of Vermont for non-essential purposes?	Yes	No
Today or in the past 24 hours have you had any of the following symptoms?		
Fever (100.4°F / 38°C or above) or felt feverish	Yes	No
Cough	Yes	No
Shortness of breath or difficulty breathing	Yes	No
Chills	Yes	No
Fatigue	Yes	No
Muscle or body aches	Yes	No
Headache	Yes	No
New loss of taste or smell	Yes	No
Sore Throat	Yes	No
Congestion or runny nose	Yes	No
Nausea or vomiting	Yes	No
Diarrhea	Yes	No

<sup>(1)</sup> Close contact means closer than 6 feet for a total of 15 minutes or more in a 24-hour period.

<sup>(2)</sup> People traveling for essential purposes, including work, do not need to quarantine.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>