

PRE-SCREENING PROCEDURES FOR EMPLOYEES ENTERING STATE OF VERMONT FACILITIES DURING THE COVID-19 PANDEMIC

The Agency of Administration has developed this procedure for screening employees entering state facilities. This procedure addresses the need to protect our essential 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.

To be clear, this is not authorization for state employees to return to the worksite. Those employees who are currently authorized to report to a worksite, however, will be expected to comply with this protocol. Those employees who have not been authorized to return to their worksites should continue to work remotely unless otherwise instructed by their agency or department head.

As of Friday, June 26, 2020, the relevant mandatory COVID-19 health, and safety requirements are as follows. For the most current COVID-19 health and safety requirements, please refer to the [ACCD COVID-19 page](#).

- *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, muscle pain, sore throat, new loss of taste or smell).*
- *Prior to the commencement of each work shift, all employees 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, how the system ensures employees have been pre-screened for symptoms before they enter the workplace.*
- *Signs must be posted at all entrances clearly indicating that no one may enter if they have symptoms of respiratory illness.*

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Definitions

- Close Contact** Recent prolonged exposure where someone has spent at least 15 minutes within 6 feet of a known COVID-19 infected individual in the past 14 days.
- 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.

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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 and/or have a temperature of 100.4°F or greater:

Fever or chills	New loss of taste or smell
Cough	Sore throat
Shortness of breath or difficulty breathing	Congestion or runny nose
Fatigue	Nausea or vomiting
Muscle or body aches	Diarrhea
Headache	

For a list of current COVID-19 symptoms, please refer to the [Vermont Department of Health COVID-19 resource page](#).

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 guidance and the instructions of their healthcare provider regarding quarantining. Employees with a diagnosed case of COVID-19 are required to quarantine of 14 days. More information is available at [Vermont Department of Health COVID-19 resource page](#).

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Facility Entrance Screening

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

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.

In the case of single occupancy, non-client service state facilities, screening may be performed by a designated screener or by individual employees at the beginning of their work shift. In the case of multi-tenant and/or client service facilities, a designated screener is required during normal business hours. Employees entering any facilities outside of normal business hours may screen themselves at the beginning of their work shift.

A designated screener will ask all employees 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 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. Designated screeners located behind such a barrier will not be required to wear goggles or a face shield.

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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. 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](https://www.healthvermont.gov/response/coronavirus-covid-19)

<https://www.healthvermont.gov/response/coronavirus-covid-19>

[Executive Order 01-20: Work Smart & Stay Safe -- Restart VT](https://governor.vermont.gov/document-types/executive-orders)

<https://governor.vermont.gov/document-types/executive-orders>

Agency of Commerce and Community Development: [COVID-19 Recovery Resource Center](https://accd.vermont.gov/covid-19)

<https://accd.vermont.gov/covid-19>

Agency of Administration: [BGS COVID-19 Recovery Resource Center](https://bgs.vermont.gov/covid-19)

<https://bgs.vermont.gov/covid-19>

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

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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 in the pre-screening health survey.
- If available onsite, 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.
- 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.

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