

## Procedure: “At-Work” Screening Process for Employees

This applies to employees working in residential sites, group homes, day programs, and ICFs, etc. using the screening forms and documents.

All employees with direct client/patient contact must conduct daily screening regardless of vaccination status\_

### EQUIPMENT

- Electronic thermometer and probecover
- Means to wash and disinfect the thermometer between uses (e.g., Alcohol pad or soap and water)
- Employee Screening Tool Form

### PROCEDURE

- 1) Assemble the screening tool, digital thermometer and thermometer covers.
- 2) Wash hands.
- 3) Employees are required to complete the *Employee Screening Tool* at the beginning of each shift and PRIOR to engaging in any care or support activities:
  - a. If the answer to any question is “YES” the employee should be sent home.
    - i. Notify the supervisor and the HR representative.
    - ii. The ED is responsible to ensure that this is logged into the company [COVID-19 Tracker](#) under “Employee Cases.”
    - iii. Follow the directions from the tracker regarding home quarantine, isolation and notification to the local health department as indicated
  - b. If the answer to all questions is “NO”, and the temperature is below 100.0° F (37.8° C), wash your hands and continue with shift change perusal.
- 4) Wash your hands
- 5) Secure the Employee Screening Tool documents in a confidential envelope, and place in a secure location in the home (e.g., locked in the medication cabinet or with the records). The screening tools are picked up or sent to the core office weekly for review and filing.

Employees are required to notify their supervisor if:

- They have been exposed to COVID-19
- They have been diagnosed with or tested positive for COVID-19
- They have a fever above 100.0 without the use of fever reducing medications (e.g., Tylenol, etc)
- They answer “Yes” on the screening tool, indicating the presence of symptoms

If any of the above criteria are met, the employee is removed from the workplace and must remain out until they meet Return to Work Criteria

See also: [Return to Work Criteria](#)