COVID-19 Symptom Screening

FARIBAULT COUNTY MN

COVID-19 Symptom Screening

Beginning 5/14/2020, <u>**all Faribault County staff physically reporting for work onsite will be asked to screen and record their temperature and symptoms/household status each working day.**</u> On a workday, this must be completed prior to reporting to work or immediately upon arriving to work. We are asking that you **use a personal thermometer**, if you have one. If you do not have a thermometer at home and are reporting to the office to work, all Faribault County worksites have a thermometer available. Upon entering the building, you should immediately report to the designated screening area to take your temperature (Note: please do not congregate – maintain a 6-foot social distance).
Screening locations:

       Courthouse – lower level, in breakroom
       Ag Center – within each office area (Extension shares with License Bureau)
       Public Works – Blue Earth, doors B & G, other worksites normal entrances
       LEC – inside employee entrance door & huber door entrance (jail staff)

Please clean before use and again after use, using the provided alcohol wipes.

When completing the screening, if you answer "yes" to any of the questions, please contact your supervisor who will discuss your personal situation with you. The following is the guidance supervisors and departments heads will use to determine ability to work from home or work:

SUPERVISOR AND DEPT. HEAD GUIDANCE

Evaluating Employee Illness During COVID-19 Response

<u>Exhibiting Symptoms</u>
If an employee is exhibiting symptoms, please send them home <u>immediately</u> and have their work area disinfected as soon as possible.

Per CDC's recommendations, employees should stay home (except to get medical care) if they feel sick or think they might have COVID-19. Employees who exhibit COVID-19 related symptoms are recommended to stay home and not come to work until:

- At least 10 days since symptoms first appear, and
- at least 24 hours with no fever without fever-reducing medication and symptoms have improved, and
- other symptoms have improved.

It is extremely important that your staff communicate any symptoms of acute respiratory illness.

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<u>Tests Positive, No Symptoms</u>
If an employee tests positive for COVID-19 but has no other symptoms, the employee may return to work after 10 days have passed since the positive test, as long as the employee does not exhibit any COVID-19 symptoms during that 10 day timeframe.

<u>Tests Negative, Exhibiting Symptoms</u>
If an employee tests negative for COVID-19 but exhibits COVID-like symptoms, the employee may return to work 24 hours after symptoms have subsided.

<u>Close Contact With COVID-Positive Person</u>
If an employee has been in close contact with a person who tested positive for COVID-19, the employee has two options based on testing availability:

Diagnostic testing **available**: employee should stay home and quarantine:

<u>Negative</u> test result, collected on Day 6 or 7 – quarantine ends Day 7

<u>Positive</u> test result – quarantine ends Day 10
(Day 1 starts day of symptom onset or test date for those who don't exhibit symptoms)

Diagnostic testing **unavailable**: employee should stay home and quarantine for 10 days without testing and if no symptoms have been reported during daily monitoring, quarantine can end after Day 10.

If an employee exhibits symptoms within the 7 – 10-day quarantine period, it is recommended to contact their healthcare provider and get tested for COVID-19.

General Self-Quarantine Guidelines
- Stay at home and do not go to work or participate in any on-site work-related activities.
- Stay home except to get medical care and call ahead before visiting your doctor.
- Stay away from public areas including grocery stores, malls, theaters and large public gathering spaces.
- Separate yourself from other people and animals in your home.
- Cover your mouth and nose with a tissue when you cough or sneeze; wash your hands afterward with soap and water or use an alcohol-based sanitizer.
- Clean your hands often with soap and water or with an alcohol-based sanitizer; use soap and water preferentially if your hands are visibly dirty.
- Avoid sharing personal household items.
- Clean "high-touch" surfaces daily with a household cleaning spray or wipe.
- Monitor your symptoms and if they develop or worsen then call your health care provider BEFORE seeking in-person care.

Employee Travel During COVID-19 Pandemic

Employees should stay aware of the everchanging pandemic situation. If an employee has plans to travel out-of-state, the employee should use caution when traveling to areas that are current "hot-spots" with growing numbers of active COVID-19 cases.

When an employee travels out-of-state, the employee should notify their supervisor or department head at the employee's earliest convenience to allow for sufficient planning time. Employees, supervisors, and department heads are encouraged to work together to create a return-to-work plan.

After returning from out-of-state travel, employees are urged to work from home for 7 days if telecommuting is available and possible within their respective department. If telecommuting is not an option or is only available for less than the recommended 7 days, employees will be required to return to their normal job duties while following these guidelines for 14 days following their return from travel:

- Wear a mask inside all county facilities and while working outside where social distancing is not attainable.
- Self-monitor for COVID-19 symptoms defined by CDC. (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
    - If an employee exhibits any of the CDC defined symptoms, the employee is to leave work immediately and contact their supervisor or department head for further instruction.
- Routinely clean and disinfect all personal work areas, electronics, and equipment.

Essential Workers who are exposed to COVID-19

During a "last resort" situation, essential workers who have been exposed to COVID-19, but their job does not allow for telework, may continue to report to work by complying with the following guidelines:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of the Central Services Director.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Work Spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be <u>sent home immediately and you should contact the Central Services Director right away</u>**.** Surfaces in their workspace should be <u>cleaned and disinfected</u>. Information on persons who had contact with the ill employee during the time the employee had symptoms and 48 hours prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Faribault County is following guidance provided by the CDC and local public health. All guidance is considered interim and subject to change at any time.
https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html