

SETTING UP YOUR SCREENING PROGRAM



Your employees are your most valuable asset. At Freeman OccuMed, we help keep workforces healthy and productive, and this has never been more important than during the coronavirus crisis.

Additional safety precautions can identify early symptoms of COVID-19 and potentially reduce the spread of the virus. Elevated temperature is a well-known indicator of illness. OccuMed works with local businesses to help them establish a simple, yet effective temperature screening program.

The information that follows is a broad outline of the basic components of a screening program.

BUILD YOUR TEAM

- Identify and involve key areas in your company, which may include:
 - Human Resources
 - Quality
 - Safety
 - Operations
 - Maintenance
- Designate a program leader.
- Monitor applicable guidance, mandates and recommendations at the local, state and national level.

DEFINE YOUR PLAN

- Who is responsible for the program?
- Who will conduct the screenings?
 - Third party or training your staff
- Who will maintain records and how?
- Where will you direct disputes about the program?
- Who will handle requests for information about the program?

DEVELOP YOUR POLICY

- Policy must be implemented on a nondiscriminatory basis.
- Treat information collected as confidential medical information, **especially the identity of workers exhibiting fever or other coronavirus symptoms**. Consider the following:
 - How to protect privacy of information

- Establishing clear guidelines for disclosure of information only to individuals who truly need to know
- Consequences of noncompliance in protection of information
- Secure collection and storage of data
- Policy to handle refused or failed screenings

WHO WILL BE SCREENED

- Applicants
- Employees
- Temporary personnel
- Vendors
- Visitors (if still allowed on premises)
- Drivers
- Contractors
- Parcel delivery services (such as FEDEX, UPS, USPS) are not allowed to have their temperatures taken per their company policy; consider arranging for packages to be left at screening entrances.
- If employees are represented by a union, you may need to obtain a union agreement before implementing the program.

WHO CAN SCREEN

- Screeners are not required to be medically credentialed.
- Training backed by a policy is recommended.
- If you've furloughed a department, consider calling back those employees to screen.
 - Potentially protects their PTO
 - Keeps them engaged and connected

LOGISTICAL CONSIDERATIONS

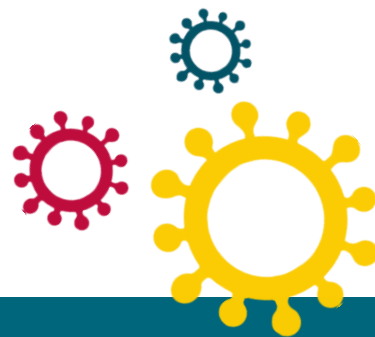
- Location
 - Reduce number of entrances
 - Inside vs. outside locations and weather protection
- Consider staggering shift start to avoid bottlenecks and maintain physical distancing

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SUPPLIES

- Thermometers
- Thermometer sanitation for temporal thermometers (alcohol wipes, sanitizing wipes or plastic sandwich bag to cover thermometer disposed of after each patient)
- N95, surgical or procedure mask (fabric masks not recommended for screeners)
- Gloves
- Face shield or goggles (recommended, not required)



- Gown or lab coat (recommended, not required)
- Trash can with liner
- Sanitizing wipes
- Screening log form (not required)



TRAINING

- Enlist local medical professionals to assist with training your screening staff.
- Training should cover
 - Proper hand hygiene
 - [How to don and doff PPE](#)
 - How to take a temperature
 - How to sterilize thermometer (depends on model)
 - Troubleshooting common problems
 - Screening protocol

SCREENING PROTOCOL

Screening workers for COVID-19 symptoms is one step employers can take to reduce possible exposure.

- Screen prior to building entry by personnel trained to use temperature monitors.
 - Ensure monitors are accurate under the conditions of use (hot or cold weather).
- Provide appropriate PPE and sanitation supplies for screening.
 - Practice good hand and respiratory hygiene.
- Regularly clean screening stations, door handles and other shared surfaces.
- Verbal screening to identify:
 - Symptoms including: fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell
 - Possible exposure: In the last 14 days, have you had direct contact with anyone that is suspected of or been confirmed to have COVID-19?
- Temperature screening to identify anyone with a fever of 100.4 degrees Fahrenheit.
 - If using a laser thermometer: The laser thermometer must be within 2 centimeters of the person's forehead for an accurate temperature reading. If temperature is below 95 or above 98 degrees Fahrenheit, take the temperature with a temporal thermometer.
 - If using a temporal thermometer: If temperature is below 96 or above 100 degrees Fahrenheit, wait 30 seconds and take the temperature again.
- If fever is present:
 - Encourage worker to self-isolate and contact healthcare provider.
 - Provide information on the company's return-to-work policies and procedures.

COMMUNICATION

- Coordination and communication are key.
- Consider brief, daily meetings with key team members as you establish the process.
- Inform employees of screening start date, what to expect and how they can cooperate.

- Encourage employees to self-screen prior to coming to work.
- Advise employees to not drink hot/cold liquids or smoke 10 minutes before temperature screening.

RETURNING EMPLOYEES TO WORK AFTER SUSPECTED/CONFIRMED COVID EXPOSURE

The CDC recommends the following protocol to safely return employees to work after a possible COVID-19 exposure:

For employees who had a **positive COVID-19 test with symptoms**:

- At least 24 hours have passed since fever free (without the use of fever-reducing medication) **and**
- Improvement in symptoms **and**
- 10 days passed since symptoms first appeared
- Note: For patients with severe illness, isolation for up to 20 days after symptom onset may be warranted; consult with local infection control experts.

For employees who had a **positive COVID-19 test WITHOUT symptoms**:

- 10 days have passed since date of first positive test (assuming symptoms have not developed)

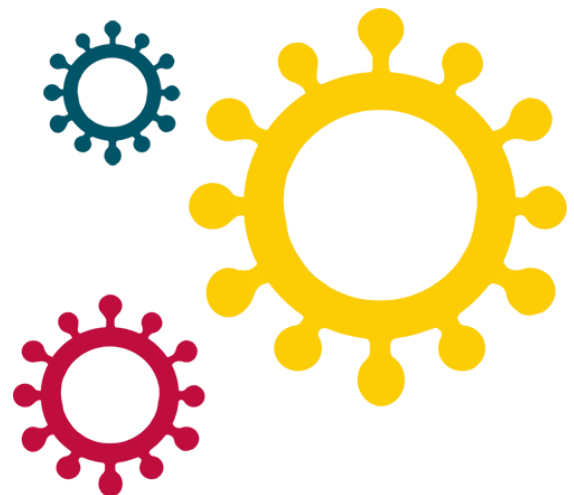
For employees who had a **known COVID-19 exposure WITHOUT symptoms and NO test**:

- Follow guidance provided by local health department
- CDC recommends 14 days of quarantine based on the time it takes for illness to develop

Important Considerations

- *As of July 20, 2020, the CDC no longer recommends test-based strategies for return to work.*
- Severity or absence of symptoms does not indicate where an individual is in the course of the illness.
- The above recommendations will prevent most – but not all – instances of secondary spread.
- Employers can choose to apply more stringent criteria to return to work.

Return-to-work physicals can be scheduled at Freeman OccuMed when the above recommendations are followed. Please call **417.347.6959** to schedule your appointment.



APPENDIX

DEFINITIONS

Cloth face covering: Textile (cloth) cover intended to keep the wearer from spreading respiratory secretions when talking, sneezing or coughing. **These are not PPE, and it is uncertain whether cloth face coverings protect the wearer.** Guidance on design, use and maintenance of cloth face coverings is [available](#).

Facemask: Facemasks are PPE and are often referred to as surgical masks or procedure masks. Use facemasks according to product labeling and local, state and federal requirements. FDA-cleared surgical masks are designed to protect against splashes and sprays and are prioritized for use when such exposures are anticipated, including surgical procedures. Facemasks that are not regulated by FDA, such as some procedure masks, which are typically used for isolation purposes, may not provide protection against splashes and sprays.

Respirator: A respirator is a personal protective device that is worn on the face, covers at least the nose and mouth and is used to reduce the wearer's risk of inhaling hazardous airborne particles (including dust particles and infectious agents), gases or vapors. Respirators are certified by the CDC/NIOSH, including those intended for use in healthcare.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

RECOMMENDED RESOURCES

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

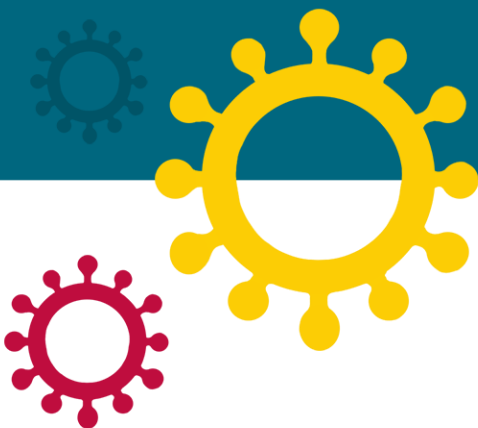
[CDC Resources for Businesses and Employers](#)

[Freeman Community Resource Directory](#)

[Equal Employment Opportunity Commission Pandemic Preparedness and ADA](#)

This guidance is intended for planning purposes and is advisory in nature and informational in content.

For more information about COVID-19, visit cdc.org/coronavirus



freemanhealth.com/OccuMed | 417.347.6625

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