

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

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.

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 the 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.

Some provisions of Executive Order 01-20 addressed by this procedure include:

Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).

Prior to the commencement of each work shift, pre-screening, including temperature checks and health survey shall be required to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath).

No employees or visitors who have had close contact with an individual who is diagnosed with COVID-19 in the past 14 days shall be permitted onsite and shall quarantine for 14 days.

Definitions

Close Contact	Recent prolonged exposure where someone has spent at least 10 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:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

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

Facility Entrance Screening

Employees and visitors will be screened 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 and visitors 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 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.

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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. 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. 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](#)

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

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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 on the form provided below.
- 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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