



## Daily Health Screening Procedure

### Policy:

Per NYS reopening guidelines, CEO is required to screen employees for COVID-19 symptoms and/or exposure before staff enter the workplace each day.

### Procedure:

Upon arrival daily, each staff member must certify that they have cleared all four health screen questions (answered No) following the established procedure within their site or program.

Note: Some CEO sites will have a staff screener to check temperatures upon arrival at the employee entrance, while other staff will be responsible to self-check their temperatures prior to arrival. Thermometers are available for staff while supplies last; please contact the Human Resource Department to have one issued.

The current Health Screen questionnaire includes the following four questions:

1. Have you experienced a fever greater than 100.4° or had any COVID-19 symptoms in the past 10 days? Some symptoms may include a new cough, shortness of breath, or new loss of taste or smell, etc.
2. Have you tested positive for COVID-19 in the past 10 days?
3. Have you had close contact with anyone who has a confirmed case of COVID-19? Close contact is defined as within 6 feet for at least 15 minutes.
4. Have you traveled internationally or returned from a state identified as a restricted state by NYS?

### Health Screening Reviews:

Utilizing appropriate PPE, each supervisor will be responsible to review the log forms and conduct an actual Health Assessment Review of all completed logs for their assigned staff.

### Submission:

The review logs must be submitted to HR for monitoring on a bi-weekly basis (when time sheets are due) the logs can be uploaded to the G/Drive/Covid19/ (your specific program).

### Health Screen Failures:

Employees should evaluate their ability to pass the health screen questions prior to reporting to work.

### Absence Notification:

Any staff member who is unable to clear their health screen will be required to follow the established call-in policy. To the best of the employees' knowledge, the absence

notification should indicate if the illness is related to COVID-19 or not. Additional details are not required to be provided to agency supervisors.

**Supervisor Responsibility:**

Notification of a COVID-19 related absence from work will require the following steps:

Step-1: Staff member should be directed to immediately contact their medical provider or telemedicine service for a free consultation at 1-844-484-7362 and immediately follow-up with HR after speaking to their medical provider.

- Note: If they are directed to get a COVID-19 test, verification of a negative test will be required prior to returning to work.

Step-2: Supervisor will notify HR Manager or designee of the staff absence.

Step-3: The employee will receive further guidance from HR depending on the health care provider guidance.

- Any employee who is awaiting the results of a COVID-19 test will be eligible to receive paid sick leave from the date of testing through the date of results.
- An employee will be required to utilize available leave time for any non COVID-19 absence.

**Follow up:**

The HR Manager or designee will provide supervisors with relevant updates after initial communication with the staff member. Supervisors are required to maintain employee confidentiality of the situation throughout the process.

- Note: The Facilities Department will be responsible to execute the disinfection process in the event of any positive or suspected COVID-19 matters.