

Non-DNR Employee Daily COVID-19 Health Screening

In order to limit the spread of COVID-19 and to protect our employees, the Washington State Department of Natural Resources (DNR) is implementing active screening protocols. The intent of the active screening protocols is to provide a daily health screen at work sites for non-DNR employees who are entering DNR work sites where social distancing measures cannot be observed. This specifically includes work sites in which DNR employees are also being screened, including: engine crews, aviation crews and mechanics, hand crews, nursery employees, employees in crew barracks, law enforcement personnel, employees in a dispatch center, and geoduck compliance teams including divers.

Daily COVID-19 Health Screening Resources (reviewed August 15, 2020)

In developing this document DNR used the following guidance and resources:

- DOH Screening Guidance
 - [Recommended Guidance for Daily COVID-19 Screening of Employees](#)
 - [What to do if you have confirmed or suspected COVID-19](#)
 - [What to do if you were potentially exposed to someone with COVID-19](#)
- CDC Document
 - [“Steps to help prevent the spread of COVID-19 if you are sick”](#)
 - [Community Related Exposures](#)

Who will be required to participate in non-DNR Employee Daily COVID-19 Health Screening?

These screening requirements apply to non-DNR employees who are entering DNR work sites where social distancing measures cannot be observed. This specifically includes work sites in which DNR employees are being screened including: engine crews, aviation crews and mechanics, hand crews, nursery employees, employees in crew barracks, law enforcement personnel, employees in a dispatch center, and geoduck compliance teams including divers. Non-DNR employees to be screened include:

- Vendors, contractors, invited out-of-state or federal resources, delivery personnel, etc.

What is non-DNR Employee Daily COVID-19 Health Screening?

Non-DNR employees will be subjected to daily health screening prior to entering any DNR work site where social distancing measures cannot be observed. Screeners will ask a series of questions to check for COVID-19 symptoms and may take the individual's temperature.

- Individuals will be asked to verbally answer **“YES” or “NO” only** to the following questions:
 - Do you have any of the following that you cannot attribute to another condition:
 - A fever (100.4°F or higher), or a sense of having a fever?
 - A new cough?
 - New shortness of breath?
 - A new sore throat?
 - New muscle or body aches (not attributed to physical exercise)?
 - New Fatigue?
 - New headache?
 - New congestion?

- New loss of taste or smell?
 - New nausea or vomiting? New diarrhea?
 - Have you had close contact within the last 14-days with someone who is currently sick with confirmed COVID-19? (Note: Close contact – refers to being closer than 6 feet from someone for greater than 15 minutes total (this is a cumulative total within a 24 hour period). Close contact is used when determining possible quarantine needs if a positive case occurs.)
- **If ALL questions are answered “NO”, then:**
 - Screener takes the individual’s temperature by scanning their forehead, based on infrared thermometer instructions.
 - **If the individual’s temperature is below 100.4**, they will be permitted to enter DNR’s work site.
 - **If the individual’s temperature is 100.4 or above**, the screener will follow steps below.
 - **If ANY questions are answered “YES” to any of the Symptoms or the employee’s temperature is 100.4 or above, the screener will:**
 - Advise the individual that they are not permitted to enter the DNR work site.
 - Request the individual not return to a DNR work site for 10 calendar days, or until 24 hours after their fever is gone and their symptoms get better.
 - Provide non-DNR employee with letter indicating denial from the work site due to screening include date in which non-DNR employee would be permitted to return to DNR work sites and ask them to share the letter with their employer.
 - Record the name, organization and date the non-DNR employee may return to a DNR work site on a log sheet.
 - **If ANY questions are answered “YES” to confirmed COVID-19 exposure, the screener will:**
 - Advise the individual that they are not permitted to enter the DNR work site.
 - Request the individual not return to a DNR work site for 14 calendar days from last exposure using [DOH Guidance for potential exposure to COVID-19](#), and notify their employer.
 - Check with their employer prior to returning to the DNR work site if:
 - They do not have any symptoms after 14 days from the last day they had close contact with the person with confirmed COVID-19.
 - If a non-DNR Employee identifies they would answer YES to ANY of the screening questions before arriving at the DNR work site, they should call their employer for direction prior to reporting to the DNR work site.

How will Screeners be identified and trained?

Screeners will be identified based on work unit:

- DNR will first ask for employees to volunteer to be a screener
- If there are no volunteers, the Appointing Authority will identify the best solution for screener on a case by case basis for work unit.

Screeners will be provided guidance in the following:

- Safety Protocols (including PPE use and Thermometer use)
- Screening Process
- Stigma Reduction

- Health Insurance Portability and Accountability Act (HIPAA)
- Quarantine standards and processes (confirmed COVID case)

How will Screening Results be stored?

Results are only to be shared with the non-DNR employee in the form of a letter of denial and date when they will be permitted to return to DNR work sites. Screening information will not be provided through radio calls.

A log will be kept on-site that records the individual name, organization and date the non-employee may return to a DNR work site. Once the date has passed, the entry will be redacted. After an entire page has been redacted, it will be discarded.

Guidance for identified screeners in non-DNR Employee COVID-19 Health Screening:

- Screening locations:
 - Work sites identified for daily health screening will restrict points of entry so all individuals will engage in screening before entering a DNR work site.
 - All individuals at the work site will maintain social distancing before being screened and as much as possible while working with DNR employees.
- Screening process:
 - All DNR and non-DNR employees entering identified DNR locations will be screened before entering any DNR work site where social distancing measures cannot be observed.
 - [Daily Health Screening CDC Flyer](#) will be posted at the screening location entrance.
 - Individuals will be asked to review the daily screening questions and verbally respond to the questions.
 - Provide the non-DNR employees who are not permitted to enter a DNR work site a letter indicating their denial including date they will be allowed to return to a DNR work site and ask for them to share it with their employer.
 - Record the name, organization and date the non-DNR employee may return to a DNR work site on a log sheet.
- Taking temperatures
 - Temperature will be taken using infrared thermometers issued by DNR.
 - Thermometer Options:
 - [iHealth Thermometer PT3 infrared No-Touch forehead thermometer](#)
 - [CARIAN Digital Forehead Thermometer Non-Contact Safety Laser Infrared Thermometer for Ear and Wrist 3-in-1 Medical Thermometer](#)
- PPE provided for screener to conduct screening:
 - Nitrile Gloves
 - N95 masks
 - Safety glasses
- Sanitation:

- Designate a location where screening items including thermometer and PPE are stored.
- Disinfect thermometer between uses.
- Disinfect thermometer and designated storage area at the end of each day.
- Dispose of gloves at the end of each day.
- If any individual has answered “YES” or the individual’s temperature is 100.4 or above, change PPE, dispose of gloves, and sanitize screening equipment.
- Dispose of all items in a sealed bag and place in garbage.

Who to contact with questions?

Contact your safety representative.