

Screener Training & Guidance

Materials Needed to Perform Screenings

- PPE required for Screener (nitrile gloves, N95 mask, and safety glasses)
- Infrared Thermometer
- Sanitation Materials
 - | Copies of [“Steps to help prevent the spread of COVID-19 if you are sick” \(Español\)](#)
 - | Copies of “Employee Daily Health Screening – 1 page flyer”
 - | Copies of “non-DNR Employee Daily Health Screening – 1 page flyer”
 - | Copies of [Symptoms of COVID-19](#) by Language (Various Versions)
 - | Storage for PPE, Thermometer, and Sanitation Materials

Steps to Take Prior to Screening

1. Identify who will be screened (review list on DNR Daily Screening for COVID)
 - a. Provide any employees being screened with “Employee Daily Health Screening flyer”
 - b. Provide non-DNR employees being screened with “non-DNR Employee Daily Health Screening flyer”
2. Identify who will be performing screening
 - a. Provide Screener with Screening Packet and Guidance Information
 - b. Provide Screener with materials needed to perform screenings or alternatives approved by RMT and Safety
3. Establish where screenings will take place
 - a. Place signage [Symptoms of COVID-19](#) at entrances
 - b. Identify entry point and location of screenings
 - c. Restrict alternative entry points
4. Put together Screening Kit
 - a. Storage for PPE, Thermometer, and Sanitation Materials
 - b. Get necessary PPE, Thermometer, and Sanitation Materials

Instructions and Training Resources for Screeners

- Safety Protocols (including PPE use and Thermometer use)
 - Donning and Doffing N95 Mask
 - <https://youtu.be/HlulkTbTBlw>
 - Donning and Doffing Gloves
 - <https://youtu.be/A9wTI05NOA4>
 - Washing Hands
 - <https://youtu.be/seA1wbXUQTs>
 - Hand Sanitizer
 - <https://youtu.be/4xC-7ZiQoY>
 - Thermometer Use
 - Review instructions contained in thermometer packaging
 - Sanitize between uses and at the beginning and end of each day.
- Health Insurance Portability and Accountability Act (HIPAA)
 - Ensure confidentiality of all health screening information. Do not share any information obtained except to transmit the information to Human Resources. Human Resources will retain the information following proper records retention protocol.
- Quarantine standards and processes (confirmed COVID case) Review:
 - [Steps to help prevent the spread of COVID-19 if you are sick](#) (CDC)
 - [What to do if you have confirmed or suspected COVID-19](#) (DOH)
 - [What to do if you were potentially exposed to someone with COVID-19](#) (DOH)
- Stigma Reduction
 - Misinformation about coronavirus can create fear and hostility that hurts people and makes it harder to keep everyone healthy. Review [Reducing Stigma](#) by DOH

The Screening Process

Step 1. Set up your screening area prior to employees arriving to get screened

Step 2. Donning your PPE prior to starting screening

- Sanitize hands with soap and water or sanitizer where soap and water are not available
- Don your PPE

Step 3. Screen all employees at the beginning of their work day.

- All employees arriving at the work site will maintain social distancing before the daily screening while waiting to be screened.

Step 4. Screen non-DNR employees identified to be screened prior to entry into work site.

Step 5. Review the daily screening questions below and ask for a verbal response of “YES or NO”

- 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 employee’s temperature using infrared Thermometer by scanning the employee’s forehead based on infrared thermometer instructions.
- **If the employee’s temperature is below 100.4° F (38° C)**, the employee can report to work site.
- **If the employee’s temperature is 100.4° F (38° C) 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:**

- Provide the employee with CDC Document [“Steps to help prevent the spread of COVID-19 if you are sick”](#)
- Direct the employee to work remotely from home using [DOH Guidance for suspected or confirmed COVID-19](#) for 10 calendar days, and to notify their respective supervisor and Appointing Authority.
 - Employees assigned to work remotely from home due to health screening must check in with their supervisor prior to returning to the work site.
 - Employee may check with supervisor prior to returning to the work site if:
 - They’ve been fever-free for at least 24 hours without the use of fever-reducing medication **AND**
 - Their symptoms have gotten better, **AND**
 - At least 10 calendar days have gone by since symptoms first appeared.

- **If ANY questions are answered “YES” to confirmed COVID-19 exposure, the screener will:**
 - Provide the employee with CDC Document [“Steps to help prevent the spread of COVID-19 if you are sick”](#)
 - Direct the employee to work remotely from home using [DOH Guidance for potential exposure to COVID-19](#) for 14 calendar days from last exposure, and notify the employee’s supervisor and Appointing Authority.
 - Employee may check with supervisor prior to returning to the work site if:
 - They do not have any symptoms after 14 days from the last day you had close contact with the person with confirmed COVID-19.

Step 6. Sanitize thermometer and move on to next individual to screen.

- If any employee has answered “YES” or the employee’s temperature is 100.4° F (38° C) or above, change PPE, dispose of gloves, and sanitize screening equipment.

Step 7. Doff PPE after you complete screening and place gloves and mask in sealed bag and dispose of.

Step 8. Provide a list of any employees assigned to work remotely from home due to screening results via phone call or email to human resources (region or division human resources). In addition, inform supervisor and Appointing Authority. (If non-DNR employee inform their employer)

- Include day sent home and why employee sent home
- If known, include timeframe to work from home and when employee can return.
- No screening information should be provided through radio calls
- Maintain confidentiality as instructed in the HIPAA guidance section