**Daily Self-Screening Protocol**

The Daily Self-Screening Protocol is in place to prevent sick or symptomatic employees from leaving their homes and decrease the likelihood of spreading infection at work.

* If the employee does not recognize symptoms in their Daily Self-Screening and:
  + If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
  + If the employee is deemed symptomatic during the employee’s shift or after the employee has spent any time in the facility (after the On-Site Health Screening), reference the Isolation Protocol.
* If the employee is confirmed positive for COVID-19 by a medical professional, reference the Self-Quarantine and Return to Work Protocol.

**On Site Health Screening**

Overview of Health Screening Procedure

1. Temperature reading
2. Observation for overt symptoms
3. Verbal/non-verbal confirmation of daily self-screening

Details:

* Perform screenings at facility entrances. Ensure barriers are in place to prevent anyone from missing the screening protocol. Touchless Thermometers will be utilized.
* Develop a vehicle drive-thru at the parking lot entrance for employee in-vehicle screening where applicable and safe.
* This is a pre-shift screening only. The screening does not need to be completed between shift start to end.
* Reference the Self-Quarantine and Return to Work Protocol for employees that are confirmed positive for COVID-19 by a medical professional.

**On-Site Health-Temperature Screening Protocol**

The company will periodically update company guidance on current recommendations from the CDC and WHO.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, temperature and health screenings will be implemented at all company locations.

On-site screenings to be completed daily by staff of all incoming employees/contractors/visitors before accessing company facilities/offices:

If his or her temperature is 100.4ºF or higher, we will follow the isolation protocol outlined below.

Employees returning to work from an approved medical leave should be directed to contact the Human Resources department and submit a medical certificate releasing them to return to work.

* If an employee does not accept the screening, the company will direct the employee to leave work, obtain medical clearance and provide an official certificate prior to returning to the company premises.
* If an employee is confirmed to have COVID-19, the company will inform employees in the immediate work area. The name of the infected employee should not be provided. Quarantine of any healthy employees will be determined upon consultation with local health officials, generally occurring when COVID-19 is not prevalent in the vicinity, but not where the virus is prevalent in the community. Employee personal data and confidentiality must be protected.
* Communication of current protocol to all employees needs to be delivered with a preventive approach to avoid alarm.

**Self-Screening Protocol**

The company is concerned for your safety and the safety of your co-workers. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy work environment, we recommend you voluntary monitor your health status by carefully completing this self-assessment each day before coming to work.

**Survey to be completed daily by active employees before coming to work:**

1. Have you had physical exposure to a person suffering from Coronavirus symptoms as noted below?

If you answered YES, please contact Human Resources prior to coming to work so that a determination can be made whether you should remain offsite from company facilities for 14 days following the last potential exposure to the COVID-19. You may be required to submit evidence of exposure to an infected person. Should you be required to remain offsite, you should keep in contact with a Human Resources and receive clearance from HR before returning to the company’s premises. You may also be required to have written clearance from a doctor.

1. If you have been asked to perform daily checks due to COVID-19 becoming more prevalent in your area, or believe you have been exposed to COVID-19: do one or more of the following common COVID-19 symptoms below currently apply to you?

* Mild Cough
* Infrequent Cough
* Temp of 100F to 103.5F that lowers under 100F after one hour of fever reducing medication administration
* Headache that persists or recurs after one hour of pain relief medication administration
* Nausea/Vomiting/Diarrhea
* Body Aches/Pains of unknown origin
* Sore throat
* Loss of Sense of Smell, Taste, and/or Appetite
* Chills
* Repeated Shaking with Chills
* Diffuse Rash, especially beginning on hands and feet (Only in individuals under the age 21)
* Fatigue
* Congestion or Runny Nose

If the answer to question 2 is YES, you may have symptoms of COVID-19. We ask you to please contact Human Resources, seek medical attention and remain off the company’s property for 14 days following cessation of symptoms and written clearance by a physician.

If the answer to all the above questions is NO: Please adhere to local HR guidance regarding your work schedule and any special precautions to be taken.

**Self-Quarantining and Return to Work for COVID-19 Protocol**

Employees are requested to remain off company property for 14 days if they have:

* COVID-19 symptoms (see COVID-19 Self-Screening Information)
* Been directly exposed to COVID-19
* A positive test result

Employees should avoid leaving home if possible but, if necessary, should practice exceedingly good hygiene and social distancing. Working from home is expected to continue when possible

**Additional Self-Quarantine Guidance**

* Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom, if available.
* Do not allow any visitors unless the person needs to be in your home.
* If you need medical attention, call ahead to ensure you’re going to the right place and taking the necessary precautions.
* Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
* When you cough/sneeze, cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds and if that’s not available, clean with a hand sanitizer that has at least 60% alcohol.
* Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using. Clean high-touch surfaces daily using a household cleaner or wipe. According to the CDC, these include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables.”
* Clean surfaces that may be contaminated with blood, stool or bodily fluids.
* Use an air conditioner or open window to provide good airflow in shared spaces.
* Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
* Arrange to have groceries and toiletries delivered by local or state health departments. Also, inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions. If you do not have laundry machines at home, ask health care providers to help with these services.

**Isolation Procedure**

1. Once the suspected infected employee arrives in the designated Isolation Room, immediately provide them with a mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a Suspected COVID-19 Case Form and call the local health authority or medical office to seek advice regarding transportation and location.
3. The Isolation Coordinator, and any others attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the ill employee to leave work and go home or to Carroll Occupational Health as advised by the local health authority. Public transportation should not be used.
   * If the infected person is well enough to drive their own vehicle, ask them to use it.
   * If a staff member is to transport the person in a work or personal another vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of gloves.
   * The driver must wear a mask and gloves during the entire trip, removing and properly disposing of them after returning to the site.
   * Once the vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles seatbelts, etc., have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while cleaning the vehicle.
5. The Isolation Coordinator, in coordination with Human Resources (HR), must:
   * Identify persons who may have been in contact with the suspected infected employee. Unless required by the local health authority, the name of the infected employee should not be provided.
   * Advise employees that they may have been in contact with a suspected infected employee, to carry out a self-screening check every morning, and based on the results, contact the HR department.
   * Advise employees to contact a physician to obtain medical documentation to return to work.
6. Ensure that both the isolation area and suspected employee’s workstation or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee. All persons carrying out this cleaning must wear disposable nitrile (surgical type) gloves, and all support persons’ PPE should be appropriately discarded prior to resuming normal work functions.

Location: Where possible, the isolation room should be an exterior room (building or tent structure). If unavailable, an enclosed area away from the general population can be used.

PPE: Although isolation workers are not expected to touch the virus, nitrile gloves are recommended if a non-touchless scenario occurs.