

07/31/2020

### **Employee Entry Into the Workplace – Travel Within the U.S.**

Recent surges in the diagnosis of COVID-19 throughout the country are of increasing alarm. The coronavirus *positivity rate* (i.e., the percentage of those who have been tested with positive test results for the coronavirus) in many states has exceeded 10%, which is of concern to government health officials. While state and local officials in Maryland have not yet imposed any travel restrictions related to those states, these developments serves as a reminder to all locations of the importance of having a **wellness screening process** in place as was called for in the guidance document for the reopening of parish operations released by the Archdiocese. The following is provided as additional guidance on one method of wellness screening a parish can implement - a wellness questionnaire. Remember that the screening process is but one of the cautionary measures for the safety of our employees and all with whom we interact.

- 1.) Any employee who is not feeling well or is otherwise ill is advised to stay at home.
- 2.) It is recommended that all staff, volunteers, or others who seek to enter the building be required to complete a Screening Questionnaire **prior to being allowed entry in your facility**. The attached confidential health screening questionnaire can be used to ask questions of those seeking entry pertinent to symptoms of the coronavirus, recent travel destinations, and the risk for the potential transmission of the virus.
- 3.) It is urged that employees, volunteers and other who are scheduled to come to the facility complete the screening questionnaire either the night before or immediately prior to arrival in the facility. For those unannounced individuals seeking entry, they must be required to complete the questionnaire before proceeding beyond the lobby or reception area. Daily use of the questionnaire is recommended. Failure to complete the questionnaire should result in delayed or denied entry.
  - a. In the event a respondent answers “Yes” to either of the last 2 questions related to travel, an appropriate official should discuss the matter further with the respondent. A “Yes” answer to any of the questions related to COVID-19 symptoms **coupled with** travel to a state/country of concern should be a reason to deny entry. Employees should be sent home, asked to undergo a COVID-19 test, and self-quarantine until either negative tests results are received, or 14 calendar days have passed. While volunteers or others seeking entry should be advised not to return until symptom free for a minimum of 14 calendar days. If the volunteer or others seeking entry desire, they can opt to be tested, at their own expense as applicable, and will be allowed back in the facility upon receipt of a negative test result.

## Entry to Work Screening Questionnaire

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date Last Entered the Facility: \_\_\_\_\_

### In the last 14 days.....

1. Have you had a fever greater than 100.4 degrees Fahrenheit? Yes \_\_\_ No \_\_\_
2. Have you experienced abnormal coughing? Yes \_\_\_ No \_\_\_
3. Have you experienced shortness of breath or difficulty breathing?  
Yes \_\_\_ No \_\_\_
4. Have you had chills or repeated shaking with chills? Yes \_\_\_ No \_\_\_
5. Have you had any unusual or aggravated muscle pain? Yes \_\_\_ No \_\_\_
6. Have you had a headache that is not alleviated by typical pain killers (acetaminophen, ibuprofen, aspirin, etc.)? Yes \_\_\_ No \_\_\_
7. Have you had a nagging sore throat? Yes \_\_\_ No \_\_\_
8. Have you experienced loss of taste or smell? Yes \_\_\_ No \_\_\_
9. Have you been in close proximity or in contact with someone who exhibits symptoms or been diagnosed with COVID-19? Yes \_\_\_ No \_\_\_
10. Have you traveled to or been in direct contact with anyone who has traveled to any of the following states or territories within the last 14 days? AL, AK, AR, AZ, CA, DE, DC, FL, GA, IA, ID, IL, IN, KS, KY, LA, MN, MS, MO, MT, NE, NV, NM, NC, ND, OH, OK, PR, SC, TN, TX, VA, WA, WI Yes \_\_\_ No \_\_\_
11. Have you traveled to or been in direct contact with anyone who has traveled internationally? Yes \_\_\_ No \_\_\_