

# Aspirus Emergency System Wide Procedure COVID-19

## Employee Screening Process

**Approved 03.25.2020 12:00**

### **Screening Process for Employees at Patient Care Locations**

Beginning no later than the day shift of Tuesday, March 24, 2020 all Aspirus employees, non-employed Private Practice Providers on medical staff and contracted service personnel based at our business units (i.e. Aramark, Agiliti, Renovo) at patient care locations will be screened for COVID 19 symptoms prior to reporting to work, following the process outlined below:

- Each region has the authority to designate its patient care locations and non-patient care locations and will establish designated points of entrance at all patient care locations where employees will be screened prior to beginning work.
- Each designated point will be staffed by screeners who will take the employees temperature using a thermometer, and ask questions using the COVID-19 Employee Screening Questionnaire.
- Employees who are asymptomatic based on the screening, will sign the COVID-19 Employee Screening Attestation and be cleared to report to work (the Employee Screening Questionnaire does not need to be filled out and sent to Employee Health).
- Employees who have symptoms indicated by fever or affirmative answers to questions in the Employee Screening Questionnaire will not be allowed to physically report to work. These employees will need to complete the Employee Screening Questionnaire prior to leaving the screening location, to immediately notify their supervisor of their absence, and to call Employee Health.
- Each region has the authority to establish a process to monitor re-entry of employees who have already been screened that day.

### **Screening Process for Employees Working at Non-Patient Care Locations**

- One hour before reporting to work, employees will self-monitor for COVID- 19 symptoms:
  - Do you have a temperature > 100.0 °F (37.8 °C)?
  - Do you have a new or worsening cough?
  - Do you have new or worsening shortness of breath?
  - Do you have a new sore throat?
  - Do you have muscle pain or soreness (not due to exercise or overexertion of muscles)?
- If you answer NO to all the above, then you may come to work.
  - Upon arrival at work, notify your supervisor that you have self-monitored and that you are able to work.
  - If you develop any of the symptoms noted in the self-monitoring check while at work, you must notify your supervisor and Employee Health and go home immediately.
- If you answer YES, then you must:

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- Not come to work, immediately notify your supervisor and Employee Health and follow the return to work instructions received from Employee Health.

### **Screening Process for non-Aspirus Employees**

Screen non Aspirus employees (eg contractors, vendors, independent physicians and APC's etc.) as outlined above.

- If they answer YES, to any question:
  - Non Aspirus employee is not to enter the building
  - Then they must call their employer, not Aspirus Employee Health, to determine next steps.