



EMERGENCY OPERATIONS CENTER MEMORANDUM

TO: All City Departments

FROM: Fire Chief Ernie Rhodes, Incident Commander

SUBJECT: Employee COVID Screening

The purpose of this memo is to outline the self-screening process for COVID-19 symptoms that will be required by all City of Janesville (COJ), full-time, part-time, and seasonal employees in all City facilities, effective August 24, 2020 (please implement ASAP). Please note, if your department or division is currently conducting a health screen and the process meets the intent of this memo, you can continue with the current process you have already established.

What is the screening?

The screening consists of two parts:

- 1) a self-evaluation for the presence of COVID-19 symptoms, and
- 2) a temperature check.

What is the purpose of the screening?

The purpose of the screening is to identify symptoms of illness early and encourage self-isolation at home to reduce the potential of transmitting COVID-19 to co-workers or our customers. By evaluating ourselves for symptoms and potential COVID-positive contact daily, we are putting forth best effort to ensure the CoJ team remains healthy and able to maintain our service levels.

When will the screening be completed?

The screening will be completed every day you are required to report to work. The screening takes about 3 minutes or less to complete and shall take place as soon as you arrive to start your day, or for some employees, as soon as you punch in to begin your work shift. Specifically, please complete your screening **within ten (10) minutes** of arriving on site or punching in for your workday.

How long will the screening process continue?

We expect this process to be in place for the foreseeable future; we have no end date in mind.

How to Complete the City of Janesville Screening for COVID-19

Step 1: Complete the Self-Evaluation

You will be given a sheet to record your temperature and any signs or symptoms of COVID-19. In accord with reasonable common sense review the signs or symptoms and check yes or no. If you are able to answer “no” to all questions, you will proceed to Step 2. If you answer “yes” to any of the questions, you shall immediately leave the CoJ building you are in and call your supervisor from your car to discuss the matter. Remain in your car without leaving your CoJ worksite until you have finished speaking to a supervisor. ***If you are unable to contact your supervisor, please call in the following order: your Division Head, your Department Head, and finally Human Resources.***

Step 2: Complete Temperature Check

Each division has an infrared thermometer available to use for temperature checks. You will use the thermometer to check your temperature. If your temperature is <100.0F* or 37.8C (*less than 100 degrees Fahrenheit or 37.8 degrees Celsius*), you will proceed to Step 3. If your temperature is >100.0F* or 37.8C (*greater than or equal to 100 degrees Fahrenheit or 37.8 degrees Celsius*) or if you personally feel subjectively warm, you shall immediately leave the CoJ building you are in and call your supervisor from your car to discuss. Remain in your car without leaving your CoJ worksite until you have finished speaking to a supervisor. If your temperature is below <100.0 degrees Fahrenheit, please complete the sheet by entering your temperature and proceed to your work assignment.

Confirm Completion of Screening

You will be provided an individual worksheet with your name and calendar month dates. You will maintain your monthly worksheet. Each day you work, you will initial and date completion of the screening. Worksheets will be collected monthly. Every employee is required to complete their personal worksheet timely each workday; no exceptions.

Privacy Note

You are welcome to take your temperature at a location in which you are comfortable. You may take it near the storage location of the thermometer; at your desk; in the breakroom; or in the bathroom. Your supervisor can also assist you in finding a designated private location if you prefer.

Supervisor Assistance Available

If you would like assistance in taking your temperature, let a supervisor know.

FAQs Regarding the COVID-19 Screening Program

I report to work several times a day; do I complete the screening each time I arrive?

No. Complete the screening upon arrival for your first work shift of each day.

What will happen if I answer “yes” to any of the questions listed in Screening Step 1?

If you answer “yes” to any of the questions, you shall immediately leave the CoJ building you are in and call your supervisor from your car to discuss the matter. Remain in your car without leaving your CoJ worksite until you have finished speaking to a supervisor. The supervisor will discuss with you your responses and provide guidance on next steps. Next steps could include being asked to leave work and self-isolate at home; complete a virtual visit; or contact your medical provider.

What will happen if my temperature is greater than or equal to 100 degrees Fahrenheit?

If your temperature is greater than or equal to 100 degrees Fahrenheit, take your temperature a second time. If your temperature is greater than or equal to 100 degrees Fahrenheit a second time, immediately leave the CoJ building you are in and call your supervisor from your car to discuss the matter. Remain in your car without leaving your CoJ worksite until you have finished speaking to a supervisor. The supervisor will provide guidance on next steps. Next steps could include being asked to leave work and self-isolate at home; complete a virtual visit; or contact your medical provider.

May I take my temperature at home prior to arriving at work?

Yes. Taking your temperature and answering the self-evaluation questions at home before reporting to work is ideal. All employees, however, must still complete the form for *Screening for COVID-19* while at work. If you take your temperature at home and it's greater than or equal to 100 degrees Fahrenheit, take your temperature a second time. If your temperature is greater than or equal to 100 degrees Fahrenheit a second time, immediately call your supervisor to discuss next steps. Likewise, if you ask yourself the self-evaluation questions at home and respond with “yes”, do not come into work; rather, call your supervisor to discuss next steps.

Do I have to record or share my temperature with anyone?

If your temperature is *less* than 100 degrees Fahrenheit, you do not need to report or share your temperature with anyone. If your temperature is *greater* than or equal to 100 degrees Fahrenheit, you will need to report it to a supervisor immediately.

Manager's Addendum for COVID-19 Screening

Division Heads: Prior to distributing, please complete the following:

1. Determine the storage location for your thermometer and inform me
2. Place gloves, sanitary wipes and hand sanitizer next to the thermometer for easy access
3. Place Pages 2-3 instructions next to the thermometer
4. Determine your preferred private location for temperature checks.
5. Determine where you will have the *Confirmation of Self Screening for COVID-19* forms stored (in employee mailbox; within a shared folder; on their person; etc.)
6. Distribute pages 1-4 and the form to each FT and PT employee in your division
7. Periodically spot check employee worksheets to ensure compliance and accuracy
8. Collect all worksheets at the end of the month and distribute the next month's worksheets
9. Scan the month's worksheets as one PDF; save with Calendar Control records; and shred originals.

What should I do if an employee responds "yes" to any of the self-evaluation questions or has a temperature greater than 100 degrees Fahrenheit?

1. Ask the employee questions:
 - a. What symptoms are you experiencing?
 - b. How long have you experienced symptoms?
 - c. Where and how long were you in contact with someone known or suspected to have COVID-19?
 - i. Does the person live with you?
 - ii. What makes you think the person has COVID-19?
 - iii. Has the suspected person already taken a COVID-19 test or had a virtual visit?
2. Ask their temperature; confirm they took it two times and note it
3. Ask where the employee was in the building prior and during their screening
 - a. Ensure all areas the employee accessed are sanitized
4. If the employee thinks the known or suspected COVID-positive contact was work-related:
 - a. Give the employee the injury report form to take home to complete
 - i. Employee can email or text the completed form to you
5. Ask the employee to go home; self-isolate; and await a phone call with further information
6. Inform Division Head and/or Department Head of the situation
7. Division Head or Department Head will inform HR and determine next steps
8. Division Head or HR will be in contact with the employee to discuss next steps
 - a. Next steps could be to remain isolated; complete a virtual visit; contact a medical professional; or request a COVID-19 test
9. HR will email EPSLA Form to employee to begin completing, or offer to complete on employee's behalf
10. If applicable, complete WKC form; scan it; and email to HR with a copy to Division Head and Department Head
 - a. When received, scan injury report; and email to HR with a copy to Division Head and Department Head

SCREENING FOR COVID-19

[illegible]

- *Shortness of Breath
- **Nausea and Vomiting