



### Employee Daily Testing Protocol (PASS)

- Employee enters the evaluation area wearing proper PPE.
- Healthy at Work Liaison will take temperature and have employee complete Google form.
- If temperature is normal and protocol is passed employee will use hand sanitizer, exit the evaluation area, go to designated work location and begin shift.
- Liaison will follow proper sanitizing protocol and prepare for the next employee.
- Repeat the evaluation steps until all employees are evaluated and the documentation is recorded.

### Employee Daily Testing Protocol (FAIL)

- Employee enters the evaluation area wearing proper PPE.
- Healthy at Work Liaison will take temperature and have employee complete Google form.
- Employee fails evaluation/questionnaire protocol. (Temperature 100.4 or higher is considered fever.)
- Healthy at Work Liaison will immediately do the following:
  - Recheck temperature (orally)
  - Contact Principal to advise of employee being sent home (to ensure coverage of classroom/work duties)
  - Give the employee the FFCRA leave form.
  - Ask the employee if social distancing guidelines (<6 ft for more than 30 minutes) had been adhered. If not, with whom had employee been in close contact? Have employee leave premises with First Care Onsite Testing registration information.  
([Click here to register](#))
  - Liaison will advise employee of return to work requirements:
    - **POSITIVE COVID-19 test**- Unable to report to work for 14 days after known exposure **AND** no fever or any other symptom for at least 72 hours without the use of fever reducing or other symptom-altering medicines (e.g. cough suppressants) **AND** at least 10 days have passed since symptoms first appeared. Doctor statement or statement from Health Department **REQUIRED** to Return to Work
    - **NEGATIVE COVID-19 test**-Unable to work until free of fever (using an oral thermometer). No fever or any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) **AND** at least 10 days have passed since symptoms first appeared **OR** provide documentation of an alternative diagnosis 24 hours medication and fever free and negative COVID-19 test **OR** Employee must **ATTEST** that s/he has spoken to qualified medical professional who has deemed COVID-19 Testing not warranted.
  - Liaison will call Healthy at Work Coordinator to report a fail of protocol (who, when)
  - Liaison will sanitize the area fully and continue with evaluation of other employees.

- Healthy at work Coordinator will call the employee to go over next steps:
  - Verify that s/he registered for testing or has spoken to s/he medical professional
  - Return to Work requirements (as stated above)
  - Employee absence reporting responsibilities (AESOP)
  - Review FFCRA leave form and verbally ask for the type of leave requested
  - Explain that if **POSITIVE** for COVID-19, s/he employee will be contacted by the health department regarding the process of Contact Tracing and explain the return to work requirements. (Positive COVID-19 test- Unable to report to work for 14 days after known exposure AND no fever or any other symptom for at least 72 hours without the use of fever reducing or other symptom- altering medicines (e.g. cough suppressants) AND at least 10 days have passed since symptoms first appeared. Doctor statement or statement from Health Department REQUIRED to Return to Work).
  - Explain that if **NEGATIVE** for COVID-19, the return to work requirements. (Unable to work until free of fever (100.4° F or greater using an oral thermometer). No fever or any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) AND at least 10 days have passed since your symptoms first appeared OR provide documentation of an alternative diagnosis 24 hours medication and fever free and negative COVID-19 test OR Employee must ATTEST that s/he has spoken to qualified medical professional who has deemed COVID-19 Testing not warranted).
  - Send a follow up Email regarding conversation and expectations.
- Healthy at Work Coordinator will receive email from First Care clinic when the test has been completed with testing results (approximately 24-48 hrs)\*. \*Employee must sign a waiver.
  - Back up testing locations:
    - Methodist Hospital (will test with symptoms)
    - Green River Health Department (only on Wednesdays)
- Healthy at Work Coordinator Follow up after testing results are received with employee
  - If positive-becomes Health Department/Contact Tracing protocol
    - Call and do a welfare check in 5 days.
  - If negative-remind them of next steps to get back to work
    - Fever free 24 hrs with a doctor's note