# COVID-19 EMPLOYEE HEALTH SCREENING POLICY

## I. PURPOSE

To create and standardize a policy regarding mandatory screening for all City of Akron employees working onsite during the State and City-declared states of emergency involving the COVID-19 pandemic. This policy is being instituted under the recommendation and guidance provided by the Center for Disease Control (CDC) and the Ohio Department of Health (ODH), in order to help protect the employees of the City of Akron, and the public at large, from the spread of COVID-19. This policy is subject to amendment as circumstances may warrant.

## II. DEFINITIONS

A. **"Mandatory screening" or "COVID-19 screening" or "employee screening"** - a procedure that onsite employees will be subject to throughout the duration of the COVID-19 pandemic. The screening procedure will be administered to each employee working onsite at the start of each workday or when an employee calls off work due to possible COVID-19 symptoms. Each employee will have his/her temperature taken at work by or report his/her temperature to his/her manager or designee and answer approved questions related to COVID-19. Screening will be conducted as discretely and confidentially as possible under the circumstances.

B. **Symptoms:** People with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear in 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19 *(this list is not all inclusive):*

- Cough
- Shortness of breath or difficulty breathing
- Fever at or above 100.4 degrees Fahrenheit or chills
- Congestion or runny nose
- Muscle or body aches
- Headache
- Fatigue
- Sore Throat
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

## III. AUTHORITY TO ADMINISTER

Division, Bureau, or Department heads or their designees have the authority to implement the screening process and procedure outlined in this policy, and have full and final authority to oversee its implementation and to require employees to be sent home or remain at home.

## IV. WHO IS SUBJECT TO THE SCREENING PROCESS

All employees and any persons entering City buildings or interacting with City employees are subject to the screening process.

## V. SCREENING

A. Each employee will be screened upon entering their place of work, and have their temperature taken. Employees will either take their own temperature in front of the division designee or have their temperature taken by the division designee. Screening will take place in accordance with

applicable best practices based upon guidance from the CDC and State of Ohio Health Department. When possible, temperatures will be taken in a private area where other employees are not present so as to not reveal the employee's temperature to others.

B. If an employee appears to develop signs of a fever or other COVID-19 symptoms during a work day/shift, a manager or designee shall ask the employee to take their own temperature or take the employee's temperature and/or ask the employee approved COVID-19 related questions (refer to Appendix A).

## VI. TRACKING

The manager or other designated person who is administering the screening is responsible for completing and submitting any required HR form(s) provided to COVID19@akronohio.gov

## VII. WHEN CAN AN EMPLOYEE BE SENT HOME OR BE INSTRUCTED TO REMAIN AT HOME

A. If the employee's temperature is at or above **100.4** degrees Fahrenheit without the use of fever reducing medication.
   - Any employee who is sent home should monitor his/her symptoms closely and call their primary care physician, or another doctor, if their symptoms seem concerning.

B. If the employee exhibits visible signs of illness or reports off work due to possible symptoms of COVID-19 with no known cause.
   - In the event that an employee does not exhibit a temperature at or above 100.4 degrees Fahrenheit, but visibly appears ill and/or otherwise exhibits symptoms of possible COVID-19, the party administering the screening ("the screener") shall ask the employee a series of approved screening questions (refer to Appendix A). After receiving the answers to these questions, the screener may send the employee home or instruct the employee to remain at home if he/she believes it to be in the best interest of the safety of other employees or the public at large.

C. Employee refusal/non-compliance with policy.
   - Any employee who fails to comply with having their temperature taken for any reason, including voluntary refusal to comply, may be sent home.
   - An employee's refusal to comply with this policy is a violation of a City emergency safety directive.
   - If an employee refuses to comply with this policy, the manager should immediately contact Labor Relations.

D. Management will provide information to the employee regarding quarantine and isolation. The employee should be aware that the return to work date is subject to change depending on the facts and circumstances of each employee's situation.

E. Any decisions regarding whether or not to send an employee home/remain at home must be tracked on the required confidential log and submitted to the HR COVID contact at COVID19@akronohio.gov.

## VIII. AN EMPLOYEE MAY ONLY RETURN TO WORK WITH THE APPROVAL OF HR AND THEIR MANAGER BASED ON THE FOLLOWING GUIDELINES:

**Employees must contact their manager before returning to work.**

A. **Employee with temperature at or above 100.4.** An employee who has been sent home after presenting a temperature at or above 100.4 degrees Fahrenheit or instructed to remain at home may return to work if **all** of the following are true:
   - At least ten (10) days have passed since the symptoms began; AND
   - There has been no fever for at least twenty-four (24) hours without taking medication to reduce fever during that time; AND
   - There is improvement in symptoms

B. **Employee who exhibits/reports symptoms of COVID-19.** An employee who has been sent home/instructed to remain at home due possible symptoms of COVID-19 (may include cough, shortness of breath or difficulty breathing, fever at or above 100.4 degrees Fahrenheit, chills, muscle or body aches, headache, fatigue, sore throat, new loss of taste or smell, nausea or vomiting, or diarrhea) with no known cause, may return to work if all of the following are true:
   - At least ten (10) days has passed since the symptoms began; AND
   - There has been no fever for at least twenty-four (24) hours without taking medication to reduce fever during that time; AND
   - There is improvement in symptoms. **Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

C. **Employee tests positive for COVID-19 but has no symptoms.** An employee who tests positive for COVID-19 is required to immediately inform management of their tests results. The employee may return to work after ten (10) days have passed since the employee had a positive test provided they do not develop symptoms. If the employee develops symptoms, they must follow isolation guidelines.

   If an employee completes a COVID-19 test, the employee will be asked to submit the test results to management who will forward the results to HR at COVID19@akronohio.gov. A negative test result does not release the employee back to work. The employee may need to remain in isolation.

D. If at any time a health care provider confirms, in writing, that the cause of an employee's symptoms and/or fever is not COVID-19 related and approves the employee to return to work, the employee may return upon clearance from the HR Department.

   ***Note:*** *These recommendations* ***may not*** *apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised).*

## IX. HOW LONG WILL THE SCREENING PROCESS BE IN EFFECT

The screening process will continue indefinitely for the foreseeable future until the COVID-19 pandemic no longer poses a threat to employees or the general public.

## X. CONFIDENTIALITY

All information elicited and/or recorded as a result of the screening process will be deemed confidential and maintained in accordance with applicable law. Test results shall not be shared with other employees.

Established: 3/2020
Updated: 8/2020
Revised: 10/2020
Revised: 12/2020