

**COUNTY BOARD OF HEALTH
POLICY # PT-20-8007
COVID-19 SCREENING POLICY & PROCEDURES
CBOH CLINIC AND OFFICE LOCATIONS**

Approval:		3/27/2020
	Pamela Logan, District Health Director	Date



Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

This policy contains guidelines for the monitoring of County Board of Health (CBOH) employees, Department of Public Health (DPH) employees, contracted temporary staff, or volunteers at any CBOH Clinic or Office Location, for signs and symptoms of respiratory illness, which may include COVID-19, that could threaten the health and/or safety of those around them.

2.0 AUTHORITY – The County Board of Health COVID-19 Screening Policy is published under the authority of the CBOH and in compliance with the following:

- 2.1 Official Code of Georgia Annotated O.C.G.A. §§ 31-2A-2, 31-2A-4, 31-2A-6, 31-5-1, 31-12-3, 31-12-4 & 50-13-4(b)
- 2.2 Georgia Rules & Regulations 511-9-1-.03 & 511-9-1-.05
- 2.3 42 C.F.R § 70

3.0 SCOPE

This policy applies to all Staff members, including CBOH employees, DPH employees, contracted temporary staff, and volunteers at any CBOH Clinic or Office Location.

4.0 POLICY

The policy of the County Board of Health is that a designee of the District Health Director (who may be a Safety Officer) at each CBOH Clinic or Office Location shall ensure that each Staff member is screened twice daily for signs and symptoms of respiratory illness, including COVID-19. Each Staff member shall be screened on arrival to the worksite (or beginning of the shift) or at any time during the work period.

County Board of Health POLICY AND PROCEDURES	Policy No.	PT-20-8007		
	Effective Date:	3/27/2020	Revision #:	0
Probationary Period Policy	Page No.	2 of 3		

Any staff member found to have symptoms of respiratory illness on arrival to the worksite (or beginning of the shift) or at any time during the work period shall be sent home and referred to their Primary Care Physician for follow-up medical care as appropriate.

Any staff member found to have symptoms of respiratory illness shall not return to work until fever-free and symptom-free for the time period recommended by the Centers for Disease Control (CDC), or until instructed by their healthcare provider, whichever is longer.

Any staff member testing positive for COVID-19 must stay out of work 7 days from the 1st symptoms or 3 days after symptoms have stopped, whichever is longer. If you feel the need, you can contact the District Health Director for a conversation prior to returning to work. You are not required to bring in a doctor's release, if you follow these instructions.

NOTE: CDC guidelines for the handling of COVID-19 is ever changing; therefore, all CBOH employees, DPH employees, contracted temporary staff or volunteers must check with your immediate supervisor, HR or the District Nursing Staff for questions regarding proper procedures for handling symptoms or cases of exposure.

5.0 DEFINITIONS

- 5.1 **COVID-19** – Respiratory disease caused by the novel coronavirus, SARS-CoV-2. Signs and symptoms of COVID-19 may include fever, cough, and/or shortness of breath.
- 5.2 **CBOH** – County Board of Health
- 5.3 **DPH** – Department of Public Health
- 5.4 **Fever** – CDC defines fever as a measured temperature of 100.4°F [38°C] or greater, or feels warm to the touch, or gives a history of feeling feverish.
- 5.5 **Respiratory Illness** – Illness or disease of the lungs or respiratory system. Signs and symptoms of respiratory illness may include fever, cough, and/or shortness of breath.
- 5.6 **Staff Member** – Any CBOH employee, DPH employee, contracted temporary staff, or volunteers at any CBOH Clinic or Office Location.
- 5.7 **Symptom Controlling Medication** – Any medication that can lower, suppress, or otherwise blunt symptoms of illness which may include fever-reducing medication, cough suppressant medication, or other similar medications.

6.0 RESPONSIBILITIES

- 6.1 The District Health director shall ensure compliance with this policy.
- 6.2 The District Health Director shall appoint a designee, who may be a Safety Officer, at each CBOH Clinic or Office Location to ensure compliance with the screening components of this policy.

County Board of Health POLICY AND PROCEDURES	Policy No.	PT-20-8007		
	Effective Date:	3/27/2020	Revision #:	0
Probationary Period Policy	Page No.	3 of 3		

7.0 PROCEDURES

- 7.1 The district Health Director's designee, who may be a Safety Officer, at each CBOH Clinic or Office Location shall cause each staff member to be screened twice daily for signs and symptoms of respiratory illness, including COVID-19. Staff members shall be screened on arrival to the worksite or any time during the work period.
- 7.2 The Safety Officer or designee will complete the *CBOH Site Location Health and Safety Check Form* for each staff member daily.
- 7.3 The Safety Officer or designee may use their discretion to send staff home if they present symptoms such as fever, coughing and difficulty breathing.
- 7.4 CBOH employees and DPH employees will follow local and state policies as they pertain to leave available to use under these circumstances.
- 7.5 The Safety Officer or designee will maintain the *CBOH Site Location Health and Safety Check Forms* according to the appropriate retention schedule.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	3/27/2020	Initial Issue

9.0 RELATED FORMS

CBOH Site Location Health and Safety Check Form

COUNTY BOARD OF HEALTH

CBOH SITE LOCATION HEALTH AND SAFETY CHECK FORM

SAFETY OFFICER/DESIGNEE: _____

DATE: _____

NAME	INITIAL TEMPERATURE	INITIAL RESPIRATORY SYMPTOM CHECK	TIME	ANYTIME DURING THE WORK PERIOD TEMPERATURE	ANYTIME RESPIRATORY SYMPTOM CHECK	TIME
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	
		<input type="checkbox"/> Present <input type="checkbox"/> Not Present			<input type="checkbox"/> Present <input type="checkbox"/> Not Present	