

## **COVID-19 Temperature and Screening Policy and Procedure**

### **DAILY SCREENING OF ALL EMPLOYEES**

The purpose of this procedure is to define the Bad River Tribe's policy with respect to daily screening and temperature administration for all Tribal Employees during the current COVID-19 pandemic.

#### **Defined:**

Pandemic: A disease prevalent over the whole country or the whole world.

#### **Scope of this Policy:**

This is a mandatory procedure and shall be followed daily by all Bad River Tribal employees upon entering the Tribal facility in which they work.

#### **The Policy:**

Effective Monday, June 15, 2020, all employees reporting to work will be screened daily for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having his or her temperature taken, when reporting to work. Employees should report to their work location or a central screening location upon arrival at work and prior to entering any other Bad River Tribal community facilities.

Each employee will be screened privately by a designated screener, using a touchless forehead/temporal artery thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as an employee data log.

An employee who has a fever at or above 100.0 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home to follow the Return to Work Following Screening Temporary Policy. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

Each Tribal Department will manage their own screening process. For departments with a population of more than ten (10) employees, the Department Head is responsible for designating and scheduling employees to conduct screening in their location. In cases of facilities housing multiple departments (Blackbird Center, Health & Wellness Center), Department Heads will work together for the designation and scheduling of screener employees.

Employees designated as screeners will be trained by the Health & Wellness Center Medical Team.

## **COVID-19 Temperature and Screening Policy and Procedure RETURN TO WORK FOLLOWING SCREENING**

The purpose of this procedure is to define the Bad River Tribe's policy with respect to daily screening and temperature administration for all Tribal Employees during the current COVID-19 pandemic.

### **Defined:**

Pandemic: A disease prevalent over the whole country or the whole world.

### **Scope of this Policy:**

This is a mandatory procedure and shall be followed daily by all Bad River Tribal employees upon entering the Tribal facility in which they work.

### **The Policy:**

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

**An employee who experiences fever and/or respiratory symptoms while home should not report to work.** Instead, the employee should contact his or her immediate supervisor for further direction.