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| Employee Screening for COVID-19Document Margins = .5'' top/bottom/left/right; .3'' header/footerFont = 18pt Arial BoldAll other font = 12pt Arial Column 1 width = 3''  Column 2 width = 2'' | **Last Revision:** | September 2020 |
| **Last Reviewed:** | September 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at home * RightHealth® * THA Services |
| **Included in the following THA Manuals:** | [Policy & Procedure Manual]  [Section #] |

### PURPOSE

This policy is to document our process for screening employees for COVID-19. The purpose of screening our employees is to help prevent the spread of COVID-19. When leadership is aware of anyone that may be at risk through exhibiting symptoms, contact with others, etc. we can take precautionary steps to help minimize the spread to any other individual.

### POLICY

THA Group has partnered with Vivify to provide a streamlined approach for daily screening of our employees for COVID-19. Each employee is responsible for accessing the screening tool and honestly answering each question daily before reporting to work each day or by 9 am if not working. Full-time, regularly scheduled employees are required to screen daily whether working or not. For PRN/Casual employees an attestation form may be completed to allow those employees to screen only on working days. In the event there is a problem with completing the daily screening, you must immediately report the problem to your leader and complete the screening process manually by providing the answers to the standard questions to your leader. Each day the VP of Performance Excellence reviews the screening report to ensure timely completion of all employees, addresses any concerns, ensures compliance with completion and follows up, as needed. In addition, to completing the daily screening, any employee who has any risk factors, such as, exhibiting symptoms, close contact with a known COVID+ person, etc., must also immediately report to their leader prior to reporting to work. Failure for any employee to comply with the screening process that has been put in place, could result in corrective action up to and including termination.

### PROCEDURE

1. Download the “Go” mobile app
2. Accept the end user license agreement
3. Click on “begin my session”
4. Answer the screening questions, which may vary depending on how questions are answered. General questions include:
   1. Do you have new symptoms or symptoms that seem to be getting worse?
   2. Can you take your temperature? Enter temperature.
   3. Have you been to a place where you may have been exposed to someone who is confirmed to have COVID-19?
   4. Have you been confirmed to have COVID-19?