



## Health Screening Policy (Adopted 7-9-2020)

### Objective

To the extent reasonably possible, prevent employees who may have COVID-19 from entering the agency workplace.

### Policy Statement

The COVID-19 pandemic presents an unprecedented challenge to our State. The virus is highly contagious and potentially deadly. To safeguard the workplace, to the extent reasonably possible, employees are expected to self-monitor for signs and symptoms of COVID-19, stay home if sick or experiencing symptoms, and report to their supervisor if they are sick. In addition, screening employees for potential exposure to COVID-19 and symptoms of COVID-19 is a critical tool for minimizing potential exposure to COVID-19 in the workplace.

To protect, to the extent reasonably possible, the health and safety of our employees from the direct threat resulting from the spread of COVID-19 in the workplace, PCAE is requiring mandatory screening of employees prior to entering the workplace for potential exposure to COVID-19 and symptoms of COVID-19.

Employees will not be admitted to the workplace if they do not complete and pass the screening. Employees who refuse to complete the screening will not be admitted to the workplace. Employees who are assigned to work at the workplace and refuse to complete the screening may be subject to disciplinary action, up to and including discharge, and may be placed in no-pay status.

This policy is subject to change at the discretion of the agency.

### Applicability

All PCAE employees must comply with PCAE policies. This policy applies to all employees who are assigned to work at the workplace (including an office, field, or any other physical location) and all employees who wish to enter the workplace.

Key stakeholders affected by this policy include:

- All PCAE employees

### Definitions

**COVID-19:** COVID-19 is the name of the disease caused by the new coronavirus that is called SARS-CoV-2, or sometimes just “novel coronavirus”.

**Health Screening:** Employee responses to health-related screening questions to identify signs or symptoms of COVID-19.

**Tennessee Notice:** Notice given to individuals when collecting private or confidential information from them.

**Workplace:** Includes an office, field, or any physical location.

## **Responsibilities**

### **Human Resources**

- Determine health screening protocol and procedures and update as needed.
- Ensure compliance with policy and assist with performance management and discipline, up to and including discharge.
- Determine whether paid COVID-19 leave is available for employees.
- Retain health-related information for at least one year.

### **Managers and Supervisors**

- Monitor the daily attendance reports to ensure that your employees are completing the daily health screenings.
- Work with Human Resources to manage performance, as needed.

### **Perpich Employees**

- Self-monitor for signs and symptoms of COVID-19.
- Stay home if sick or experiencing symptoms.
- Report to supervisor if sick.
- Complete the COVID-19 health screening before entering the workplace each day.
- For employees who do not pass the health screening, follow the return to work protocol and requirements described in the Health Screening Procedures.

### **Policy Owner (Human Resources)**

- Review policy every year, or sooner as necessary, to ensure policy remains up-to-date.
- Ensure procedures and training associated with the policy remain current.
- Submit new or revised policies to the board of directors for approval as applicable.
- Communicate policy revisions, reviews, and retirements to stakeholders.

## **Resources & Related Information**

### **Forms**

- [Employee Health Screening Form](#)

### **Processes, Procedures, and Instructions**

- Health Screening Procedures on [PCAЕ's Policy Website](#)

### **Resources**

- [PCAЕ's Policy Website](#)