



PERPICH
TEACHING IN AND
THROUGH THE ARTS

Health Screening Procedures (7-9-2020) For Health Screening Policy

Introduction

This document is the technical companion to the Perpich Center for Arts Education's (PCAЕ's) Health Screening Policy. The Governor's Executive Orders requires the establishment of a COVID-19 plan to establish policies and procedures, including health screening protocols that prevent sick workers from entering the office. As a result, agencies planning to return non-critical sector employees to the office must conduct health screenings of those employees, and all other employees, vendors, and visitors entering the workplace (this includes an office, lab, field, or any physical location). Finally, although the Governor's Executive Orders allow some return to office settings, under those Orders, all workers who can work from home must continue to do so.

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, lab, field, or any physical location.

Health Screening Procedure and Requirements

Every employee assigned to work at the workplace must complete the health screening, which may include a body temperature screening, prior to entering the workplace for the first time each day. By completing the health screening, the employee is warranting that their answers are true and correct to the best of their knowledge.

PCAЕ retains the discretion to adopt the specific type of screening procedure used and to change the screening procedure as needed. Currently, PCAЕ is using an Automated COVID-19 Workplace Entry Health Screen. The screening tool will notify the employees if they are not authorized to enter the workplace.

Primary method: Online remote screening

1. Before you enter the workplace for the first time each day, complete the [online health screening form](#).
2. Answer the questions.
3. Follow the instructions for admitted or denied admission.

Employees who complete but do not pass the health screening are not authorized to enter the workplace, and must contact their supervisor using their regular call-in procedure. In addition, if the employee is not able to telework:

- a. The employee is expected to take affirmative steps to obtain a medical diagnosis as to whether they have, or still have, COVID-19.
- b. If Paid COVID-19 Leave is available and the employee is otherwise eligible, the employee may use Paid COVID-19 Health Leave as provided in the Paid COVID-19 Leave policy, while they are taking affirmative steps to obtain a medical diagnosis. The employee should work with human resources to determine if paid COVID Leave is available.
- c. If the employee is advised by a health care provider to self-quarantine based on the provider's belief that the employee has COVID-19 or may have COVID-19, if Paid COVID-19 Leave is available and the employee is otherwise eligible, the employee may use Paid COVID -19 Health Leave as provided in the Paid COVID-19 Leave Policy.
- d. If Paid COVID-19 leave is unavailable or the employee is not otherwise eligible, the employee may use their accrued sick leave or unpaid medical leave while the employee is taking affirmative steps to obtain a medical diagnosis or while the employee has been advised by a health care provider to self-quarantine.
- e. If the employee obtains a medical diagnosis that they do not have COVID-19 (i.e., they tested negative for COVID-19 or a medical doctor or certified nurse practitioner determined that the employee does not have COVID-19 and may return to work), they are expected to provide evidence to Human Resources of the negative diagnosis, and return to work.
- f. If the employee obtains a medical diagnosis that they have COVID-19, they are expected to return to work under the following guidance (or as directed using current MDH or CDC guidelines):
 1. If the employee had symptoms, they are expected to return to work after 3 days with no fever **and** symptoms improved **and** 10 days since symptoms first appeared.
 2. If the employee had no symptoms, they are expected to return to work after 10 days have passed since they were tested.
 3. If testing is available, employees are expected to get tested and are expected to return to work after receiving two negative test results in a row, at least 24 hours apart.

Employees who refuse to complete the screening are not authorized to enter the workplace. Employees who refuse to complete the screening and are assigned to work at the workplace are refusing a work directive to report to work; such employee:

- a. Must report to their supervisor using their regular call-in procedure.
- b. May be subject to disciplinary action, up to and including discharge.
- c. If they are not temporarily reassigned by their supervisor to telework, will be placed in no pay status (ETL-Scheduled Hours Not Worked) until they complete the health screening as required by this Policy or their job responsibilities no longer require screening under this Policy.

- ❖ Prior to being placed in no-pay status, the employee will be offered a meeting with their supervisor to hear the reasons for being placed in no-pay status and to tell their side of the story. The employee may have union representation at the meeting.

Tennessee Notice

The following Tennessee Notice describes the purpose and intended use of the data that will be collected in the health screening process.

PCAIE is using an online COVID-19 Workplace Entry Health Screen.

The data collected about you in the State of Minnesota Automated COVID-19 Workplace Entry Health Screen is classified as private under the Minnesota Government Data Practices Act.

We will use this data to screen individuals before they enter the workplace for potential COVID-19 related health risks to try to avoid the potential of spreading COVID-19. The data helps us to determine whether risk factors are present and whether you will be denied admission to the workplace for the protection of agency staff and/or the public.

This is not a COVID-19 test and is not a determination of whether or not an individual is infected with or has been exposed to COVID-19.

This data will be gathered to determine whether to permit you to enter the workplace. You are not legally required to provide this data. However, if you refuse to provide the data, you will not be admitted to the workplace. A refusal to provide the data may also result in employment consequences, as determined by the agency and as set forth in the agency's Health Screening Policy. The data collected from you may be shared with the agency's HR staff, safety administrator, and supervisors and managers, and other persons or entities authorized by law.

Confidentiality of Medical Information

All information gathered from the health screenings, including the alternative phone screening or other remote screening process, must be treated as confidential medical information; specifically, the identity of individuals exhibiting COVID-19 symptoms, individuals' responses to the screening questions, and the screening spreadsheet (for visitors). Any collected information must be kept confidential and may only be shared with agency HR staff, the agency safety administrator, and members of agency management with a business need to know, or others as provided by law.

All health-related information gathered from the health screening will be treated as confidential medical information, will be stored securely in the agency HR office, and will not be stored or maintained in employees' individual personnel files. Health-related information gathered from the health screening will be maintained for at least one year.