

ACCESS PROTOCOLS FOR ALL STATE OFFICES AND FACILITIES

EFFECTIVE APRIL 19, 2021 (REVISED)

These protocols may be amended as needed in response to rapidly changing circumstances related to COVID-19 infection.

Building entry protocol must be put into place in every State agency to protect employees, visitors, and those in the care and custody of the State. ALL individuals entering ALL State-operated buildings must be ASKED Screening Questions.


THESE QUESTIONS ONLY DETERMINE WHETHER SOMEONE SHOULD BE PERMITTED ENTRY TO A STATE OFFICE OR FACILITY. THEY ARE NOT MEANT TO DIAGNOSE COVID-19.

The Screening Questionnaire script **must** be followed. The Screening Questionnaire should **NOT** be handed to individuals to complete. The questions must be asked, and the screener must attempt to maintain a distance of 6 feet while asking the questions. See attached.

Access to State Office Buildings and Facilities

- Entry screening staff **MUST** be present at all entrances.
- Access will be controlled.
- Prior to entry all individuals (staff, visitors, vendors, contractors, etc.) must be ASKED the screening questions by entry screening staff.
- Individuals who refuse to participate in the screening process **must** be denied access to the State office or facility.
- Refusal by an employee to answer screening questions may result in the employee being placed on unauthorized leave without pay and may result in the imposition of disciplinary action.

**SCREENING QUESTIONNAIRE FOR
STATE OPERATED OFFICES & FACILITIES**

<p>1) Do you CURRENTLY have ANY of the following NEW symptoms?</p> <ul style="list-style-type: none"> ● Fever (either you felt or measured) or chills ● Cough ● Shortness of breath or difficulty breathing ● Fatigue ● Unexplained muscle or body aches ● Unusual headache ● Loss of taste or smell ● Sore throat ● Nasal congestion or runny nose ● Nausea or vomiting ● Diarrhea 	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If required by the facility, record screening temperature: _____</p> <p>(Deny entry if temperature 100.0 or greater)</p>
<p>2) In the PAST 10 DAYS, have you had any of the following:</p> <ul style="list-style-type: none"> ● POSITIVE COVID-19 test? ● NEW symptoms of COVID-19 (from above list)? ● NEW symptoms of COVID-19 and a COVID-19 test that is not back yet? 	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
 <p><u>STOP:</u> If Yes to Question 1 or Question 2, deny entry. No need to ask any additional questions.</p>	
<p>3) Within the last 14 days, have you:</p> <ul style="list-style-type: none"> ● Had close contact* with someone diagnosed with or tested for COVID-19 because of symptoms, or ● Been told to quarantine by a health care provider or local health department because of close contact with someone with COVID-19? 	<p>If No, individual may enter.</p> <p>If Yes, proceed to question 4.</p>
<p>4) Are you fully vaccinated?</p> <p>Fully vaccinated means:</p> <ul style="list-style-type: none"> ● 2 weeks or longer since your second dose in a 2-dose series, such as the Pfizer or Moderna vaccine, or ● 2 weeks or longer since you got a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine 	<p>If No, individual may <u>NOT</u> enter.**</p> <p>If Yes, individual may enter.</p> <p>**Individuals who answer "No" to question 4 but are allowed entry as essential critical infrastructure workers may be allowed entry if approved by HR or Employee/Occupational Health.</p>

*Close contact means being within six (6) feet for a total of 15 minutes or more over a 24-hour period (for example, three 5-minute exposures for a total of 15 minutes).

An individual who refuses to participate in the screening process or refuses to disclose vaccination status must be denied access to the State office or facility.

Name of Individual Seeking Access _____ (please print) **Access Determination:** Approved Denied

Name of Staff Completing Form _____ Date: _____ Time: _____