**Access Protocols for ALL State Operated Facilities and Buildings**

**Effective 3/20/2020 (Revised)**

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

**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 facilities must be ASKED Initial Screening Questions.**

The Initial Screening Questionnaire script **must** be followed. The 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**

* 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 Initial Screening Questionnaire by entry screening staff.
* Individuals who answer **YES** to any question on the Initial Screening Questionnaire OR refuse to participate in the screening process **must** be denied access to the 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.

**Congregate Care Facilities**

* Entry screening staff MUST be present at all entrances.
* Access will be restricted to employees only.
* Limited access will be allowed for essential delivery services
* Prior to entry all individuals must be ASKED the Initial Screening Questionnaire AND a temperature check MUST be conducted.
* Individuals who answer YES to any question on the Initial Screening Questionnaire OR have a temperature of 100.4o F [38o C.] or higher OR refuse to participate in the screening process must be denied access to the facility.
* Refusal by an employee to submit to a temperature check or answer screening questions may result in the employee being placed on unauthorized leave without pay and may result in the imposition of disciplinary action.

**Initial Screening Questionnaire**

**IMPORTANT: The screener should immediately STOP the screening and deny access to any individual who answers YES to ANY screening question.**

|  |  |
| --- | --- |
| **For infection control purposes, I need to ask you a few questions:** | |
| Have you had any of the following **new** symptoms in the last seven days: fever or chills, cough **(either new, or different than your usual cough)**, sore throat, shortness of breath, or any other flu-like symptoms? | ☐ Yes ☐ No |
| In the past week, do you know if you have been in close (less than 6 feet), prolonged contact (more than 2-3 minutes) with someone with fever, cough, shortness of breath, flu-like symptoms, or a diagnosis of COVID-19? | ☐ Yes ☐ No |
| **For congregant care facilities only**, no visitors are allowed. All employees and vendors or contractors on official business must submit to a temperature check. Is Temperature 100.4℉ [38℃] or above? | ☐ Yes ☐ No  Record temperature check here: \_\_\_\_\_\_\_\_\_\_\_ |



Individuals who answer **YES** to **ANY** question on the Initial Screening Questionnaire **OR** have a temperature of 100.4℉ [38℃] **OR** refuse to participate in the screening process **must** be denied access to the facility.

Name of Individual Seeking Access \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print)

Access Determination \_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_Denied

Name of staff completing form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_

(Please print)