



Department of Human Resources
COVID-19 Health Screening Procedures
Version 1.0 – April 1, 2022

COVID-19 Health Screening Policies and Procedures

Symptoms and Exposures are often important indicators of possible cases of COVID-19. This policy defines circumstances when individuals should be screened for COVID-19 Symptoms and Exposures and establishes procedures for conducting such screening. Currently, only employees at the County's High-Risk facilities are required to complete a health screening questionnaire prior to reporting for in-person work.

This policy includes:

- [Definitions](#) of terms used in this Order.
- Employee and Contractor Daily [Health Screening and Response Requirements](#) for In-Person Workers.
- [Procedures for Completing the Screening Questionnaire, Temperature Check when required, and Verification Process.](#)
- Screening requirements for [departments responsible for Individuals](#) in the Care or Custody of Milwaukee County.

If you have questions about this, or any other AO or policy, please contact your Human Resources Business Partner.

I. Definitions

A. Close Contact:¹ A person with Close Contact is someone who:

- i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals**; and/or
- ii. Provided care at home to an infected person; and/or
- iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
- iv. Shared eating or drinking utensils with an infected person; and/or
- v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.

B. Confirmed Case of COVID-19: A case of COVID-19 that has been confirmed through a positive test for COVID-19 or, in the absence of testing, has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.

¹ For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed.

- C. Contractor:** For the purpose of this order a Contractor is an individual working alongside County employees as part of the overall County workforce.
- D. Critical Infrastructure Worker:** The CDC defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation, 911 call center response, and others. See the [CDC guidelines](#)² for a complete list. For this administrative order, department heads may consider essential workers under the umbrella of Critical Infrastructure Workers and follow relevant policies and procedures accordingly.
- E. Exposure to COVID-19 (Exposure):** Any form of Close Contact (see A. above) with an individual with a Confirmed Case of COVID-19 during the last 14 days.
- F. Green Status:** An individual who has no Symptoms (see N. below) and has had no Exposure (see E. above).
- G. High-Risk Facility:** Any facility operated by Milwaukee County that houses individuals for eight hours or longer, including the Criminal Justice Facility (Jail), House of Correction, Behavioral Health Services inpatient hospital, and the Children, Youth and Family Services youth detention center.
- H. Person in Care or Custody:** Anyone who is legally under the care of Milwaukee County, including those in detention, in jail, or in a medical care facility, and for whom Milwaukee County has a custodial responsibility.
- I. Public Safety Officers (PSOs):** Security staff stationed at public entrances at the County Courthouse complex, the Vel Phillips Juvenile Justice Center, and Zoofari who screen individuals seeking entrance to the facilities.
- J. Red Status:** An individual who, at the time of screening, has at least one Symptom (see N. below) and/or has had Exposure (see E. above).
- K. Screening Questionnaire:** A survey designed to assess whether an individual has Symptoms or has had Exposure. The current version of the Screening Questionnaire is posted with Administrative Orders on the County's [website](#).
- L. Screening Tool:** An online tool that allows County employees and Contractors to access the Screening Questionnaire to self-assess for Symptoms and for Exposure. The Screening Tool may be accessed using any device that can connect to the Internet, including smart phones, personal computers, and tablets. The Screening Tool may be accessed at: <https://county.milwaukee.gov/EN/COVID-19/MKE-Health-Screen>
- M. Social Distancing:** Maintaining a distance of six feet or more between individuals.³
- N. Symptoms Compatible with COVID-19 (Symptoms):** The following symptoms may be symptoms of COVID-19 if they are new or uncommon for an individual:
- i. Feverish or temperature of 100.4⁰F (38⁰C)⁴ or higher
 - ii. Chills
 - iii. Nausea or vomiting
 - iv. Diarrhea
 - v. New shortness of breath or difficulty breathing
 - vi. New congestion or runny nose

² <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

³ For more details, see Administrative Order 20-4 In-Person Workers: Social Distancing and Symptomatic Employees and Contractors.

⁴ Note: Throughout this order, healthcare workers working in a medical setting should follow the CDC guidelines of fever being a temperature of 100.0⁰F or higher.

- vii. New loss of taste or smell
 - viii. New sore throat
 - ix. New cough
 - x. Headache that is new or different
 - xi. Unexpected fatigue
 - xii. Unexpected muscle or body ache
- O. Visitor:** Any individual seeking entry to a Milwaukee County facility, grounds, or workplace, excluding Milwaukee County employees, Contractors, and Persons in Care or Custody.

II. Employee and Contractor Daily Health Screening and Response Requirements

All employees and Contractors working at High-Risk Facilities **must screen** for Symptoms and for Exposure **on each day they are working in-person**, and the screening must be completed before or upon entrance to the work site. Only employees with Green Status may report for in-person work, and departments or PSOs must confirm each employee's Green Status prior to the employee starting work.⁵

In general, employees should complete their Health Questionnaire at home prior to reporting for in-person work to minimize the spread of COVID-19 in the workplace. The daily health screen should not be taken as medical advice; employees with questions about any symptoms they are experiencing should consult their medical provider.

A. Requirements for Employee and Contractor Daily Screening

This section establishes the screening requirements for employees, Contractors, departments, and facility managers of the County's High-Risk Facilities. Procedures for how to complete and verify these requirements are detailed in the sections that follow.

- i. It is the responsibility of all employees and Contractors who work in High-Risk Facilities to complete the Screening Questionnaire using the Screening Tool on each day they are working in person. The Screening Questionnaire should be completed at home, prior to reporting to the job site.⁶
- ii. Prior to starting in-person work, all employees must be verified as Green Status based on the results of the Screening Questionnaire.
- iii. Employees who are teleworking are encouraged to monitor for Symptoms and Exposures but are not required to complete the Health Questionnaire unless their Department requires them to do so.
- iv. Departments cannot set screening standards that are less restrictive than those outlined in this AO, but they may set standards that are more restrictive. For instance, they may require all employees to self-screen, rather only those who are reporting for in-person work, or they may set a lower standard for fever if advised by the CDC for their specific line of work. They may also continue temperature screening based on industry-specific recommendations.

⁵ Note that the one exception is for Critical Infrastructure Workers who screened RED due to Exposure and have been told by a manager to follow adapted quarantine procedures and report to work as long as they have no Symptoms Compatible with COVID-19 (See Administrative Order 20-7, Section V).

⁶ See Section III.A.ii for procedures when an employee may not have access to the Screening Tool.

- v. Departments shall, at minimum, use the questions in the County's Screening Questionnaire without altering the wording. Any changes to the Screening Questionnaire will be made centrally based on input from public health experts.
- vi. The time employees spend completing the Screening Questionnaire, as well as the temperature screen, is **not** compensable time.

B. Responding to and Reporting Results of Health Questionnaire and Temperature Screenings

This section outlines the requirements for employees, Contractors, and managers for interpreting, and in the case of Red Status, responding to, the results of the health screening for employees who are reporting for in-person work.

- i. **Red Status Requirements:** If employees or Contractors screen as Red Status, that is, they ARE experiencing any one or more Symptoms and/or have had Exposure, they should:
 - a) Stay home or return home and not report for in-person work (Note: in the case of Exposure, this procedure may vary for Critical Infrastructure Workers; see Section II.B.i.d below).
 - b) Notify their manager immediately of their Red Status, using the department-approved notification system. Note that employees **are required** to report whether they are reporting Red Status for Symptoms and/or for Exposure, but they **do not** need to disclose the specific Symptom(s). Managers may ask follow-up questions about the nature of an Exposure to determine if it happened in the work setting to determine whether additional contact tracing among the workforce is necessary.
 - c) Work remotely, if possible.
 - d) Follow the instructions in HR policy: Responding COVID-19:
 - **With Symptoms** should follow Section III.
 - **With Exposure** should follow the instructions in Section
- ii. **Green Status Requirements:** If employees or Contractors are Green Status for Symptoms and for Exposure, they should report to work as scheduled.

III. Procedures for Completing the Screening Questionnaire

All High-Risk Facility managers must verify each day that all employees scheduled to work in person have been screened for COVID-19 Symptoms and Exposures prior to employees starting in-person work duties. High-Risk Facility managers may accomplish this screening in a variety of ways depending on the work location, available technology, and environmental or operational risk factors. In general, such facilities should make every effort to ensure employees use the Screening Tool to help with data collection across the workforce and to support any centralized changes to the Health Questionnaire based on new CDC guidance or operational needs.

A. Completing the Screening Questionnaire Using the Screening Tool

- a) Employees may use work or personal devices connected to the Internet, including cell

- phones, tablets, or personal computers, to complete the Screening Questionnaire.⁷
- b) The Screening Tool will display either Green Status or Red Status based on the individual's reported Symptoms and Exposure.
- The Screening Tool will inform employees with Green Status to report to work as scheduled.
 - Employees with Red Status will be informed to stay home and contact their supervisor. The Screening Tool will also direct employees to the Responding to COVID-19 policy for specific instructions.
- c) The Screening Tool will create a daily employee status badge and time stamp based on the results of the employee self-assessment.
- If both Symptoms and Exposure are Green, then the status badge will be Green.
 - If either Symptoms or Exposure is Red, or if both Symptoms and Exposure are Red, then the status badge will be Red.
 - **The time stamp must be within the 12-hour period before the individual is presenting their status badge for verification to be valid for the employee's shift.** For example, an employee starting work on a Tuesday at 9 a.m. must have completed their Health Questionnaire and temperature screening after 9 p.m. on Monday. Employees are encouraged to take the Health Questionnaire and their temperature as close to the start of their shift as possible.
- d) Departments should have the necessary procedures in place to verify the Green Status of each employee scheduled to work in person prior to starting their shift.
- Employees working at locations with Public Safety Officers (PSOs) at entry (the Courthouse Complex, Vel Phillips Juvenile Justice Center,) will display their status badge to the PSO along with their County ID. No additional verification by departments operating within these facilities is needed for employees able to display their Green Status to PSOs.⁸
 - Employees working at all other in-person locations shall verify their Green Status and time stamp as outlined in department procedures. This may include:
 - Employees showing their Green badge and time stamp to a department recorder located at the entrance to a facility or department suite, or
 - Employees showing their Green badge and time stamp to a manager upon arrival, or
 - Employees certifying their status on a [log sheet](#) that is verified by a manager, or
 - Departments implementing supervisor reporting from the Screening Tool for immediate notification of Red Status for employees and for daily screening reports at the start of every shift (see (h) below).
- e) Departments with employees who report directly to a job site must ensure that manager reporting from the Screening Tool is implemented for immediate notification of Red Status for employees and for daily screening reports at the start of every shift (see (h) below).

⁷ Note: Departments may choose to provide County cell phones to employees who do not have personal devices; in these cases, Departments should plan to cover the monthly cost of the device and may need to provide employee training in the use of such devices.

⁸ Note: If employees entering these facilities are using entrances not staffed by Public Safety Officers, departments will need to establish and enforce local verification protocol.

- f) Departments are responsible for communicating notification policies for employees who screen as Red Status, including:
- Whom to notify
 - How to notify (phone, email, text)
 - Time to notify (for example, no later than two hours before start of shift)
 - What to communicate (e.g., “I screened Red for Symptoms” or “I screened Red for Exposure”)

B. Procedures for Employee Screening Questionnaire When the Screening Tool Cannot be Accessed

Departments should try to overcome any technology barriers employees face in using the Screening Tool, as the Screening Questionnaire is likely to be updated when CDC guidance changes. In addition, the Screening Tool allows the County to track Symptoms and Exposures at the Department and Division level to inform risk mitigation strategies.

If significant technology barriers prevent an employee or employee group from using the Screening Tool, department leaders may administer either verbal or hard-copy versions (see County [website](#) for printable version) of the Health Questionnaire while they work to overcome technology barriers.

IV. Screening Requirements for Persons in Care or Custody

Any County unit with Persons in Care or Custody should be given a full health screening (Health Questionnaire and Temperature Screening) at the time of intake and before any transfer is made within the facility or to a new facility, at minimum. The Health Questionnaire may be administered verbally, in hard copy, or electronically, at the discretion of the department.

Departments must have protocols in place, in accordance with CDC and State guidelines for their industry, to inform procedures for quarantining and isolation of Persons in Care or Custody. The ROSC will work individually with departments operating congregate and long-term care facilities on such protocols.