



**Milwaukee County COVID-19 Public Health Emergency
COVID-19 Health Screening Policies and Procedures
Administrative Order 20-17v3**

Version 1 Effective as of 12:01 a.m. on Monday, November 9, 2020

Version 2 Effective as of 12:01 a.m. on Wednesday, November 11, 2020

Version 3 Effective as of 12:01 a.m. on Tuesday, December 1, 2020

COVID-19 Health Screening Policies and Procedures

The health of Milwaukee County employees, Contractors, and visitors is of vital concern and importance. Identifying cases of COVID-19 has been a challenge for individuals and institutions because of the difficulties in making testing easily and quickly available and because of the limits of testing to identify positive cases of COVID-19, particularly during the early stages of infection.¹ Thus, Symptoms and Exposures are often important indicators of possible cases of COVID-19. This Administrative Order (AO) defines circumstances when individuals should be screened for COVID-19 Symptoms and Exposures and establishes procedures for conducting such screening. Version 3 of this AO is effective as of 12:01 a.m. on Tuesday, December 1, 2020, and replaces Version 2.

Version 3 revises employee and Contractor screening procedures at facilities with Public Safety Officers (PSOs) stationed at entrances. It also introduces requirements and procedures for screening visitors to Milwaukee County indoor facilities, as well as Persons in the Care or Custody of Milwaukee County. Changes are not denoted in red.

Version 3 of this Administrative Order covers:

- [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, and Verification Process.](#)
- [Screening and signage requirements for Visitors](#) to indoor County facilities.
- Standards and procedures for [departments to screen Visitors.](#)
- Screening requirements for [departments responsible for Individuals](#) in the Care or Custody of Milwaukee County.

Key dates associated with this order include:

- November 11, 2020: All departments to begin screening employees and Contractors reporting for in-person work using the Screening Questionnaire
- November 16, 2020: All departments to notify the Re-Opening Steering Committee (ROSC) of plans to address employees without technology necessary to complete the Screening Questionnaire
- November 23, 2020: All departments to have implemented the Screening Tool for all employees and Contractors, save in exceptional cases identified to ROSC by 11/16/2020,

¹ See <https://www.acpjournals.org/doi/10.7326/M20-1495>

and all departments to begin temperature screening for employees and Contractors reporting for in-person work.

- November 30, 2020: Public Safety Officers (PSOs) to begin screening all employees and Contractors for Symptoms, including fever, and for Exposure at the Courthouse Complex, Vel Phillips Juvenile Justice Center, and Zoofari using the Screening Tool and temperature screening.
- December 7, 2020, or as soon as possible: PSOs to begin screening all Visitors for Symptoms, including fever, and for Exposure at the Courthouse Complex, Vel Phillips Juvenile Justice Center, and Zoofari using the Visitor Questionnaire and temperature screening.
- December 7, 2020, or as soon as possible: All departments operating indoor locations without PSOs to begin Visitor screening (see Section IV for policy and procedures).
- December 7, 2020, or as soon as possible: All departments to post Visitor Questionnaire at all locations used by Visitors, regardless of length of visit.

If you have questions about this, or any other AO or policy, email: COVID-19@milwaukeecountywi.gov

I. Definitions

A. Close Contact:² 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.

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](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html)³ for a complete list. For this administrative order, department heads may consider essential workers under the

² 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.

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

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. 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.
- H. 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.
- I. 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).
- J. 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](#).
- K. Screening Questionnaire for Visitors (Visitor Questionnaire):** A modified version of the Screening Questionnaire used to screen Visitors to indoor County facilities. See Section IV.B for options on where to access and post required signage.
- 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.⁴
- 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)⁵ or higher
 - ii. Chills
 - iii. Nausea or vomiting
 - iv. Diarrhea
 - v. New shortness of breath or difficulty breathing
 - vi. New congestion or runny nose
 - 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

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

⁵ 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.

- 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 **must screen** for Symptoms, including fever, 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.⁶

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. Departments will determine whether employees will complete the separate temperature screening at home or when they report to work; the Facilities Re-Opening Working Group (FROWG) will support departments in their planning for temperature screening.

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. Procedures for how to complete and verify these requirements are detailed in the sections that follow.

- i. It is the responsibility of every employee 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.⁷
- ii. It is the responsibility of every employee to complete a temperature screen prior to starting their workday.
- iii. No later than November 11, 2020, prior to starting in-person work, all employees must be verified as Green Status based on the results of the Screening Questionnaire.
- iv. No later than November 23, 2020, all employees and Contractors must complete and have verified that they do not have a fever (temperature of 100.4⁰F or 38⁰C or higher) as part of their health screening.
- v. Employees who are teleworking are encouraged to monitor for Symptoms and Exposures but are not required to complete the Health Questionnaire or temperature screening unless their Department requires them to do so.
- vi. 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

⁶ 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).

⁷ See Section III.A.ii for procedures when an employee may not have access to the Screening Tool.

- 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.
- vii. 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.
 - viii. 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 AO 20-7: Procedures for Responding to Confirmed COVID-19 Cases, Symptomatic Individuals, and Exposed Individuals and Their Close Contacts. Individuals:
 - **With Symptoms** should follow the instructions in Section III of AO 20-7.
 - **With Exposure** should follow the instructions in Section IV of AO 20-7. If the employee is a Critical Infrastructure Worker, the individual's supervisor should also consider adapted procedures in Section V of AO 20-7. Employees **do not** make their own decisions about an adapted quarantine and should follow Section IV until notified otherwise by their supervisor.
 - **With Symptoms AND Exposure:** This is a probable case of COVID-19, and employee should immediately seek out testing and follow the instructions in Section II of AO 20-7. If they test positive during their quarantine, they should continue following instructions in Section II. If they do not get tested or test negative, they should complete a full 14-day quarantine, regardless of whether they are a Critical Infrastructure Worker (AO 20-7, Section IV).

- 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, Temperature Screen, and Verification Process

Departments, divisions, or offices 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. Departments may accomplish this screening, including verifying employee temperatures, in a variety of ways depending on the work location, available technology, and environmental or operational risk factors. In general, Departments 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.

This section outlines options for departments to accomplish and verify the Green Statuses for in-person workers. Because the Screening Questionnaire and the temperature screening use different tools and will likely entail different processes, this section is separated into procedures for completing and verifying the Screening Questionnaire and procedures for completing and verifying the temperature screening.

A. Procedures for Completing and Verifying the Screening Questionnaire

This section provides procedures for completing the Screening Questionnaire based on whether the Screening Tool can be used by employees or whether technology barriers require a different system. Procedures will also vary by whether departments are located in facilities with PSOs at entrances or whether they are located in facilities without PSOs.

- i. **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.⁸
 - 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 AO 20-7 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.

⁸ 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.

- If either Symptoms or Exposure is Red, or if both Symptoms and Exposure are Red, then the status badge will be Red.
 - If the employee is a Critical Infrastructure Worker who has Exposure only (no Symptoms) and who has already been instructed to report to work under an adapted quarantine (Section V of AO 20-7), then the employee will be instructed to report to work.
 - If the employee or Contractor is Recovered from COVID-19 in the Past 90 Days and is Exposed to a Confirmed Case of COVID-19 (Section IV.C.i of AO 20-7), they will be instructed to report to work.
 - **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) No later than November 11, 2020, 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, Zoofari) will display their status badge to the PSO along with their County ID. Employees with Green Status and a valid time stamp will proceed to the temperature screening. No additional verification by departments operating within these facilities is needed for employees able to display their Green Status to PSOs.⁹
 - 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

⁹ 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.

immediate notification of Red Status for employees and for daily screening reports at the start of every shift (see (h) below).

- f) Departments are responsible for communicating notification policies for employees who screen as Red Status, including:
 - Who 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”)
- g) Departments leaders and managers of Critical Infrastructure Workers must determine how they will apply a quarantine for employees who have had Exposure but have **no Symptoms** at the time of the screening (See Section V of AO 20-7 for adapted quarantine procedures). Asymptomatic Critical Infrastructure Workers screening Red for **Exposure** should **not** report to work unless they receive instructions to do so from a supervisor.
- h) IMSD and the Re-Opening Steering Committee (ROSC) will work with departments during the month of November to set up any manager reporting or notification needed. The Screening Tool will be able to send an automatic notification to designated recipients and can generate reports listing employees who have completed the Screening Questionnaire that day and their Red or Green Status for Symptoms and Exposure. Departments interested in these options should begin identifying their employee groups and points of contact immediately for efficient implementation and should email: COVID-19@milwaukeecountywi.gov.
- i) Supervisors of employees reporting Red Status will follow Manager Instructions in AO 20-7 for Individuals with Symptoms Compatible with COVID-19 (Section III) or for Individuals with Exposure (Section IV), depending on the status of the employee.

ii. **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 by the 11/11/2020 deadline, department leaders may administer either verbal or hard-copy versions (see Administrative Order section of [website](#) for printable version) of the Health Questionnaire while they work to overcome technology barriers. Departments should plan to be using the Screening Tool by 11/23/2020 in all but exceptional cases.

If technology barriers are insurmountable for a given employee or employee group, the department should email the ROSC at COVID-19@milwaukeecountywi.gov with a comprehensive plan by 11/16/2020. This plan should include information about the nature of the barrier(s) and the proposed solution(s) for employees in their workforce who cannot use the Screening Tool. Possible alternatives could include setting up a Health Questionnaire kiosk at a designated location, managers verbally administering the Health Questionnaire to an employee, or similar. In general, the County does not support the distribution and collection of hard copy versions of the questionnaire or passive completion of the questionnaire by employees (e.g., having a sign with the questions that employees say they read and passed that day).

B. Temperature Screening Requirements and Procedures

No later than November 23, 2020, all employees must confirm that they do not have a fever (temperature of 100.4⁰F or 38.0⁰C or higher)¹⁰ prior to working in person by taking or having their temperature taken. Departments have several options to verify employee temperatures, depending on the employee work location.

- i. **Departments located in facilities with PSOs at entrances (Courthouse Complex, Vel Phillips Juvenile Justice Center, Zoofari):** PSOs will oversee temperature screening of all employees and Contractors entering through public entrances using temperature kiosks. Departments located in these facilities do not need to make independent arrangements for temperature screening, as long as they instruct employees and Contractors to use public entrances when entering for the first time each day. If employees routinely use unstaffed entrances, then departments must make arrangements to verify employee temperature (see options in Section ii below).
 - a) Once employees and Contractors have shown the PSO at entry their Green Status badge and current time stamp, they will follow the PSO directions for temperature screening.
 - b) If their temperature registers below 100.4⁰F, they will be allowed entry to the facility.¹⁰
 - c) If their temperature registers 100.4⁰F or higher, the PSO will conduct a secondary temperature screen using a handheld device. If the temperature then registers below 100.4⁰F, they will be allowed entry. If the temperature continues to register 100.4⁰F or higher, they will be turned away and should return home, contact their supervisor, and follow the instructions in Administrative Order 20-7, Section III for Responding to Symptoms Compatible with COVID-19.
- ii. **Departments located in facilities without PSOs at entrances may:**
 - a) Request a touchless temperature screening kiosk be installed at or near entrances used by staff (email COVID-19@milwaukeecountywi.gov).
 - b) Requisition and distribute individual digital thermometers for employees to self-screen at home (such as Medline Industries model MDS99902

¹⁰ 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.

- available from Marketplace Central). Employees should take their temperature prior to completing the Health Questionnaire, and a “No” answer to the symptom question on having a fever will serve as the verification for the temperature screen for supervisors of these employees.
- c) Create a screening location where a member of the Department or Division management team screens employee temperatures at entry using a handheld infrared scanning thermometer (such as the IR forehead thermometer model JT-E0202 available from Marketplace Central). See Section III.B.iii below for specific screening procedures.
 - d) Create a screening location where employees self-screen their temperatures upon entering the work site using a handheld infrared scanning thermometer. See Section III.B.iii below for specific screening procedures.
- iii. Departments creating temperature screening locations, whether staffed by the department or self-service for employees, should follow these procedures:
- a) Employees and Contractors must be screened immediately upon arrival and, if possible, before entering the actual workspace.
 - b) Temperature screening must be performed in a location that supports social distancing standards and protects employee privacy.
 - c) Temperature screening should be performed by a supervisor or a third party to protect employee privacy, or employees may self-screen.
 - d) Temperature screening should be performed using a touchless forehead / temporal artery thermometer (such as the IR forehead thermometer model JT-E0202 available from Marketplace Central). If other types of thermometers must be used, follow the manufacturer’s directions for disinfecting between uses;
 - e) The individual conducting the temperature screen for another person should wear a face mask, gloves, and protective eyewear. The person being screened should wear a face mask.
 - f) If employees are performing temperature self-screens using a handheld thermometer:
 - Employees must be trained in the use of the thermometer and on proper hygiene before, during, and after the self-screen.
 - A manager should be available nearby for questions and/or cases where employees have temperature of 100.4⁰F or higher.
 - The department must ensure that hand sanitizer is available at the screening station, and employees should sanitize before and after using the thermometer. Departments should also provide supplies to allow employees to disinfect the thermometer between each use.
 - The department shall develop procedures by which employees report their temperature status as Red or Green using [a log](#) or otherwise reporting their status to the manager on duty or to the designated department recorder. If pens are provided, then some method for disinfecting the pens must also be provided.
 - g) Regardless of who conducts temperature screening, departments should not record specific employee temperatures.

- iv. If an employee records Red Status (temperature of 100.4⁰F degrees or higher) then the employee should:
 - a) Notify the manager on duty or follow department notification procedures, **and**
 - b) Return or stay home, **and**
 - c) Follow the instruction in Section III of AO 20-7.
- v. If an employee records temperature below 100.4⁰F and has Green Status for the Health Questionnaire, they should report to work.
- vi. Managers of employees reporting Red Status based on the temperature screen should follow Manager Instructions in Section III of AO 20-7.

IV. Screening and Signage Requirements for Visitors to Milwaukee County Facilities

Requirements for screening Visitors to Milwaukee County facilities vary by the location accessed by Visitors and by the expected length of the visit. Note that this section does not apply to Persons in Care or Custody (see Section VI).

A. Screening Requirements

Visitors will be required to answer the Visitor Questionnaire and to complete a temperature screening at the following locations:

- i. Locations with Public Safety Officers (PSOs) at public entry points, which include the Courthouse Complex, the Vel Phillips Juvenile Justice Center, and Zoofari.
- ii. Other indoor facilities or points of service where Visitors typically spend 15 minutes or more in a confined space with other people. Examples include:¹¹
 - o Client counseling sessions
 - o Indoor food service areas
 - o Community centers
 - o Chalets at beer gardens or similar outdoor dining structures

Visitor screening is **not** required for outdoor services or for services where Visitors spend less than 15 minutes in a confined space with other people. For example, Visitor screening is not required for people moving through an indoor cultural exhibit (e.g., the Domes, indoor Zoo exhibits), skating at an outdoor rink, or Visitors picking up or dropping off items. Visitor screenings will also not be required on buses operated by the Milwaukee County Transit System (MCTS). **Departments may elect to conduct screening for Visitors even if it is not required, but their policies may never be less strict than County policy.**

B. Signage Requirements

All entrances to indoor County facilities used by Visitors must display the Visitor Questionnaire in a **prominent location near the entrance to the facility or space**. For facilities managed by the Facilities Management Division (FMD), FMD staff will be responsible for placement and management of such signs. For all other locations,

¹¹ Employees who must make home visits as part of the delivery of County services should view the visit as if it were taking place in an indoor County facility and should follow these requirements for using the Visitor Questionnaire and temperature screening.

departments occupying the facilities will be responsible for the placement and management of signs. Various sign size options and how to order are below:

- **8.5x11” Visitor Questionnaire:** Best used in low-traffic visitor areas and/or smaller spaces. Can be printed locally using [this version](#)¹² or can be ordered from HOC printing on MarketPlace Central under the item name, “COVID_Health_Checkpoint_8.5x11.jpg”
- **12x18” Visitor Questionnaire:** Best used in low- to medium-traffic visitor areas in small to medium-sized spaces. Can be ordered from HOC printing on MarketPlace Central under the item name, “COVID_Health_Checkpoint_12x18.jpg”
- **35x82” Visitor Questionnaire:** Large retractable banner best suited for high-traffic visitor areas and/or large spaces. Departments that would like a banner should send the total number they would like for the entire department to COVID-19@milwaukeecountwi.gov and distribution will be managed by the ROSC.

V. Procedures for Conducting Visitor Screening

Visitor screening at locations with PSOs at entries will be conducted by PSOs. Screening required at indoor facilities without PSOs at entries will be conducted by departments operating in such facilities. Note that this section does not apply to Persons in Care or Custody (see Section VI).

Note that in all cases, staff and Visitors must diligently follow the County’s Administrative Orders for Social Distancing¹³ and for Face Masks.¹⁴

A. Procedures for Facilities with PSOs at Entries (Courthouse Complex, Vel Phillips Juvenile Justice Center, Zoofari)

- PSOs will be responsible for screening all Visitors, including administering the Visitor Questionnaire and temperature screening.
- The Visitor Questionnaire will be posted prominently at all Visitor entrances. PSOs will instruct Visitors to read the sign and will then ask Visitors if they answer YES to any of the questions on the Visitor Questionnaire.
 - If a Visitor answers YES to any question, the Visitor will be asked to leave.
 - If a Visitor answers NO to all questions, the Visitor will be allowed to proceed to the temperature screening location.
 - Visitors may also choose to complete the Screening Questionnaire using the online Screening Tool and may choose to show a Green Status badge on their phones in lieu of verbally answering the Visitor Questionnaire. The time stamp for the Questionnaire must be within the past 12 hours.
- Once Visitors have successfully completed the Visitor Questionnaire, they will proceed to the temperature screening station. They will follow the PSOs’ instructions to have their temperature registered by the temperature kiosk.
 - Visitors whose temperature registers below 100.4⁰F will be allowed to proceed through the remainder of the security screening at the location.

¹² <https://county.milwaukee.gov/files/county/COVID-19/HealthScreeningCheckpointSign8.5x11.pdf>

¹³ See Administrative Order [20-4](#).

¹⁴ See Administrative Order [20-14](#).

- b) Visitors whose temperature registers at 100.4⁰F or above may choose to be re-scanned.
 - The Visitor may have their temperature re-scanned at the temperature screening kiosk. If this second scan still registers at 100.4⁰F or higher, the PSO will then ask the Visitor to move to the secondary scanning location for screening conducted by a PSO using a handheld device.
 - If the secondary temperature screening registers a temperature below 100.4⁰F, the Visitor may proceed to the security screening.
 - If the secondary temperature screening registers at 100.4⁰F or higher, the PSO will ask the Visitor to leave the facility.
- iv. If a Visitor refuses to answer the Visitor Questionnaire or complete a temperature screen, they will not be permitted to enter the facility.

B. Procedures for Indoor Facilities without PSOs at Entries

- i. Departments operating in other indoor facilities or delivering services at places where Visitors or service users typically spend 15 minutes or more in a confined space with other people are responsible for implementing Visitor screenings.
 - a) **Visitor Questionnaire:** The department must post the Visitor Questionnaire at the entrance to the facility or office suite and must have some means of asking Visitors if they answer YES to any question. Visitors who answer NO to all questions may proceed to temperature screening. Visitors who answer YES to any question must be asked to leave and, as appropriate, to reschedule their visit.
 - Departments may have a staff member located at entrances to ask Visitors if they answered YES to any question on the posted Visitor Questionnaire.
 - Departments may ask Visitors to complete the Screening Questionnaire using the online Screening Tool and may admit those with a Green Status badge and current time stamp (within last 12 hours) on their device in lieu of answering the Visitor Questionnaire. If a department chooses this method, they may email a link for the Screening Questionnaire in advance to scheduled Visitors, or they may install a kiosk for Visitors to use. For help in securing a kiosk for the Screening questionnaire, please contact: COVID-19@milwaukeecountywi.gov
 - b) **Temperature Screening:** Once Visitors have been successfully screened using the Visitor Questionnaire or the Screening Questionnaire, the department must then perform temperature screening using any of the methods outlines in Section III.B.iii above.
 - If the Visitor has a temperature below 100.4⁰F, the Visitor may be admitted to the facility.
 - If the Visitor has a temperature of 100.4⁰F or higher, the Visitor must be asked to leave the facility.
- ii. If a Visitor refuses to answer the Visitor Questionnaire or complete a temperature screen, they will not be permitted to enter the facility or grounds.

VI. Screening Requirements for Persons in Care or Custody

Any County unit with Persons in Care or Custody must 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.