

Milwaukee County COVID-19 Health Screening Manager Resource Guide	
What does the new Administrative Order require?	<p>The COVID-19 Health Screening Policies and Procedures Administrative Order requires departments, divisions, or offices, to verify each day that all employees scheduled to work on Milwaukee County premises have been screened for COVID-19 Symptoms and Exposures, and that only those employees who report Green Status work in person at County facilities.</p> <p>Screening includes two parts, and departments have a range of options to ensure employees complete both parts:</p> <ul style="list-style-type: none"> • Screening for Symptoms Compatible with COVID-19 and Exposure to COVID-19 by completing the Milwaukee County Screening Questionnaire. • Screening for temperature to ensure that employees do not have a fever (temperature of 100.4°F (38°C) or higher)
What do I need to make sure employees know about the new Administrative Order?	<p>Departments should ensure that every employee understands the expectations for completing the Screening Questionnaire and reporting RED status to managers:</p> <ul style="list-style-type: none"> ○ When to contact ○ Who to contact ○ How to contact ○ What to communicate <p>Departments should make every effort to overcome technology barriers for their employees so staff can access the Screening Questionnaire using the online Screening Tool survey. This will allow the County to make changes to the survey questions centrally and track important information about Symptoms and Exposures to inform any future risk mitigation efforts. See section III.A.ii in the Administrative Order for instructions on options if technology barriers cannot be overcome.</p>

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<p>For the online Screening Questionnaire, what do I need to do to ensure employees comply with the new Administrative Order?</p>	<p style="text-align: center;">*All employees must complete the Screening Questionnaire for days they are working in person starting November 11, 2020*</p> <ul style="list-style-type: none"> • NOTE: The expectation is that every employee will access the Screening Questionnaire using the Screening Tool by November 23, 2020, except in very limited circumstances in which technology or Internet barriers cannot be overcome. • Employees who can access the Screening Questionnaire using the Screening Tool <ul style="list-style-type: none"> ○ Department may establish procedures at facility entrances to verify employee status ○ Departments can work with IMSD to set up manager alerts and daily reports to verify screening status • Employees without technology to access the Screening Tool <ul style="list-style-type: none"> ○ Departments should make every effort to overcome technology barriers. ○ If barriers cannot be overcome, departments need to submit a plan for how Screening Questionnaires will be completed and verified by November 16, 2020, for affected employees (contact: COVID-19@milwaukeecountywi.gov). ○ While departments are working to overcome technology barriers, they will need to manually screen employees following procedures in Order. • Employees need to complete the Screening questionnaire within 12 hours prior to the start of their shift for an in-person workday.
<p>For the Temperature Screening, what do I need to do to ensure employees comply with the new Administrative Order?</p>	<p>Departments may choose from four options:</p> <ul style="list-style-type: none"> ▪ A facilities working group is actively working with departments to establish solutions. ▪ If departments have central entrances used by multiple employees, departments may request a temperature kiosk to be located at those entrances (contact: COVID-19@milwaukeecountywi.gov). ▪ Department may distribute individual thermometers to employees to take temperature at home (available through Marketplace Central) ▪ Department managers may screen employees using a handheld digital thermometer (available through Marketplace Central) following procedures in Order ▪ Departments may establish self-screening stations for employees to self-screen temperature using handheld digital thermometer following Order procedure. Employees will need to be trained in thermometer use and provided with sanitation methods following Order procedures.

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What do I do if an employee has Red Status?

The employee should not report to work. Both employees and managers should follow:

- **RED for Symptoms**, both should follow Administrative Order 20-7, Section III.
- **RED for Exposure**, both should follow Administrative Order 20-7, Section IV,
- **RED for Symptoms AND Exposure**: Employee is encouraged to get tested for COVID-19 and should follow the instructions for Exposure in Section IV of AO 20-7. If they test positive during their quarantine, they should follow instructions in Section II. If they do not get tested or test negative, they should still complete the full 14-day quarantine.