

March 17, 2020

COVID-19 SCREENING QUESTIONS

TO EMPLOYEES

FOR TRAVEL OUTSIDE MAINE

BEFORE ALLOWING EMPLOYEES TO RETURN TO WORK

Employee:

Date leaving:

Destination:

Return date:

Next shift to work:

QUESTIONS TO ASK:

1. Q: Have you traveled outside Maine? If so, where?

If the answer is NO (they decided not to go) then discontinue questions, unless they have something to report. Return them to work.

2. Q: Was the travel to a confirmed HOT country or area? (Level 3 – CDC)

If answer is NO, then move to the next questions.

If the answer is YES, and the employee had made previous travel arrangements, purchased flight tickets, etc. prior to COVID-19 non-essential travel guidance, do not allow employee to return to work, and direct them to remain at home on paid administrative leave for a minimum 14-day quarantine period, and receive doctor's clearance before returning to work.

As of March 17, 2020 and until further notice, if the answer is YES, and the employee made the decision knowingly and willingly to travel to and from a Level 3/HOT country or area, the employee will not be allowed to return to work, and will be placed on a minimum 14-day quarantine period until cleared by a medical professional, and non-symptomatic. In this case, the employee making the decision to knowingly travel to a level 3/HOT Country or area, contrary to CDC guidance to avoid travel to/from these areas, will not be placed on paid administrative leave, but will use available earned time or other available benefit leave (sick, vacation, etc.)

If employee is not symptomatic after 14-day quarantine period, and medical clearance is provided, return them to work.

Level 3 Countries/Areas - As of 03/13/2020 – [China - Iran - South Korea - Australia - Belgium - Czech Republic - Denmark - Estonia - Finland - France - Germany - Greece - Hungary - Iceland - Italy - Latvia

- *liechtenstein - lithuania - Luxembourg - Malta - Netherlands - Norway - Poland - Portugal - Slovakia - Slovenia - Spain - Sweden - Monaco - San Marino - Vatican City*]

DHs & Supervisors - Check CDC website daily for additions to the list of HOT / Level 3 countries/areas. [<https://wwwnc.cdc.gov/travel/notices> for up to date information)

3. Q: To your knowledge, have you had contact with anyone who has traveled to/from a known infected HOT/CDC Level 3 area in the last 14 days?

If the answer is NO, move to next questions.

If the answer is YES, ask the employee to describe the interaction. Was the other person symptomatic? Is the employee showing any symptoms? The Dept. Head may recommend the employee work from home and self-monitor their condition. In this case, the employee would use available benefit leave time (earned, sick, etc.), and would be permitted to enter a negative leave balance if they exhaust their available leave time.

4. Q: To your knowledge, have you had contact with anyone with the Coronavirus?

If the answer is NO, move to the next questions.

If the answer is YES, you should advise the employee to contact their health care provider, and they may need to be tested, depending on the proximity to the person, and the length of time exposed. Place the employee out of work until cleared by a doctor and non-symptomatic. The employee would use available earned or other benefit leave time (sick, vacation), and may go into a negative balance.

5. Q: Have you had contact with anyone with flu-like symptoms? If so, when/where?

If the answer is NO, move to next questions.

If the answer is YES, instruct the employee to follow the usual procedures for flu season, including social distancing, hand washing, and self-monitoring. Employees should take their temperature twice daily to monitor for high fever.

If the employee themselves has the flu they should remain at home until symptoms and high fever subside for at least 24 hours without the use of medications such as Tylenol, Advil, etc. No doctor's note required to return to work.

6. Q: Do you have any of the following COVID-19 Coronavirus symptoms: high fever, chills, respiratory or difficulty breathing, persistent cough, shortness of breath, sore throat (in some patients)?

If the answer is NO, no issues, return the employee to work.

If the answer is YES, instruct the employee to remain at home and check with their medical provider (Possible testing??) until cleared by their medical provider. Employee will use earned time or sick leave while out of work.

Questions??? Call HR at 775-6809, or Don Brewer/HR Director at 233-3197 (iPhone)