

Employee Screening Phases

Phase I: Restricted Access and Local Department / Unit Screening

Process:

Starting March 26th, Local Leadership (Manager, Team Lead, Charge, or Other) ask every employee every day if they have any symptoms (sore throat, runny nose, cough, fever) and obtain a direct response on the Unit or within the respective Department. Any employee who is positive for any symptoms will be asked to go home and call employee health.

Actions to Implement

- Work with Infrastructure Branch to turn off Badge Readers for external doors
- Work with Oncology to route all Cancer patients through Duke Clinic by March 30, 2020
- Work with Security to ensure coverage at all identified entries
- Work with Communications to inform employees regarding designated entries, expectations at the local Unit / Department, and create signage

Phase II: Restricted Access and Entrance Screening with Questions

Process:

Starting March 30th, Screeners are Staffed at every designated employee entry to ask two questions:

1. Have you had any flu like symptoms?
2. Have you been in close contact with any confirmed COVID patients outside of the work environment?

Any employee that fails screening will be directed to intake area (if staffed) for further evaluation or asked to go home and call employee health and manager.

Actions to Implement

- Work with Planning and HR to appropriately staff and train Employee Entrances for screening
- Work with DUHS HICS to confirm screening questions for employees
- Work with Communications to inform employees of the change.

Phase III: Restricted Access and Entrance Screening with Temperature Checking

Process:

Starting April 9th(subject to change / happen earlier), Screeners are Staffed at every designated employee entry to ask one question and check temperatures:

1. Have you had any flu like symptoms?
- Action: Check Temperature (must be less than 100.4 degrees)

Any employee that fails screening will be directed to intake area (if staffed) for further evaluation or asked to go home and call employee health and manager.

Actions to Implement

- Obtain and deploy infrared thermometers (ordered by Procurement on March 24, 2020)
- Work with Planning and HR to appropriately staff and train Employee Entrances for screening
- Work with DUHS HICS to confirm screening questions for employees
- Work with Communications to inform employees of the change.