

ANDY BESHEAR
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MEMORANDUM

PERSONNEL MEMORANDUM 20-07

TO: Cabinet Secretaries
Constitutional Officers
Agency Heads
HR Administrators

FROM: Gerina D. Whethers, Secretary

DATE: May 15, 2020

RE: COVID-19 Health and Temperature Screening Policy, **Effective May 18, 2020**
On 5/17/19, effective date was changed to 5/19/20.

In accordance with Governor Beshear's Executive Orders declaring a State of Emergency and initiating a series of measures to protect the health and safety of Kentucky citizens, and guidelines from the Centers for Disease Control ("CDC"), beginning on May ~~18~~ 19, 2020 and until further notice, employees and visitors must be screened for COVID-19 symptoms before they enter Executive Branch buildings/offices. The Commonwealth of Kentucky is committed to maintaining the health and well-being of state employees and all citizens of the Commonwealth. In order to do so, we must take reasonable efforts to limit the risk of the spread of COVID-19. Screening employees and visitors will help to limit this risk in state buildings and offices. Screening procedures will consist of temperature checks and answering health questions related to the symptoms of COVID-19. Specifically, anyone seeking admittance to a state-owned or state-operated facility must have his/her temperature checked and must answer a short series of questions as to whether they have symptoms of COVID-19. In some instances, where staff or equipment is not available to screen individuals, employees will be required to conduct a daily self-assessment for symptoms. These procedures do not guarantee that any state building or office will be free of the COVID-19 virus but it is our best way to minimize the risk of spreading the virus in state facilities. No person will be admitted to any state building until that person has been properly screened according to these procedures and authorized to enter.

Two-Step Screening Process

Employees should not report to work if they are having any symptoms of COVID-19. All employees shall undergo a health screening and temperature check prior to beginning work each day to minimize the spread of COVID-19. These health screenings and temperature checks may be administered on-site or may be self-administered by an employee prior to arriving at work (preferably, within one (1) hour prior to their arrival).

A. **Health Screening Questions:** Preceding a temperature check, employees and visitors will be asked a series of questions to determine whether they present a significant risk of spreading COVID-19, based upon current CDC-recognized COVID-19 symptoms and risk factors. Visitors will be required to answer these questions on-site but employees may answer these questions on a self-assessment form provided by their agency and certify their responses prior to coming to work. The following must be answered:

- 1) Have you had any of the CDC-recognized COVID-19 symptoms or been diagnosed with COVID-19 since your last day at work or the last time you were in this building?
- 2) Has anyone in your household shown symptoms or been diagnosed with COVID-19?
- 3) Have you been in close contact with anyone exhibiting COVID-19 symptoms or who has been diagnosed with COVID-19?

Note: The CDC's list of recognized COVID-19 symptoms is sometimes updated so the list of screening questions may change as well, in accordance with any such updates. The current list of symptoms is available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

If the person being screened answers all of the health screening questions in the negative, that person may proceed to the second step of screening, the temperature check.

However, if a state employee or visitor answers any of the health screening questions in the affirmative, that person will be denied admittance to the state building or office. If the person who answered positively to one or more of the screening questions is an employee, that person will be advised as to “next steps,” which will include direction to contact their immediate supervisor. The supervisor will consult with Human Resources (“HR”) and may direct the employee to consult with a health care provider before returning to work. If the person is a visitor, that person will be given a letter recommending consultation with a health care provider.

B. **Temperature Check:** Employees and visitors must have their temperatures checked in the following manner prior to being admitted to a state-owned or state-operated facility:

- 1) Temperature checks will occur prior to entrance to any state-owned or state-operated facility;
- 2) Temperature checks may be conducted by a person properly trained and designated to perform such checks, which may include medical professionals, third party contractors, or other state employees trained and authorized for such duties. In state buildings

- occupied by medical professionals, those medical professionals will administer the temperature checks;
- 3) At locations where screening by medical professionals or other properly trained employees is not available, employees will be required to conduct their own temperature checks at least once every twenty-four (24) hours (ideally, within one (1) hour of reporting to the workplace) and should continue to self-monitor for symptoms of COVID-19 throughout the day;
 - 4) On-site temperature checks shall be conducted using an infrared thermometer or a similar no-contact device, or a thermal imaging camera (where available); and
 - 5) If an employee or visitor has a temperature of 100.5° F or higher, the employee may be tested again. If the second reading is less than 100.5° F, the person may be admitted to the state facility.

If an employee or visitor has a temperature of 100.5° F or higher, even after two temperature checks, that person will not be allowed to proceed past the temperature checkpoint. If the person is an employee, that person will be advised as to “next steps,” to include direction to contact their immediate supervisor. The supervisor, after consultation with HR, may then direct the employee to consult with a health care provider before returning to work. If the person is a visitor, that person will be given a letter recommending consultation with a health care provider.

Consequences of Refusing Screening

Based upon the State of Emergency declared by Governor Beshear in Executive Order 2020-215 and the Governor’s continuing mandate to protect the citizens of the Commonwealth of Kentucky, any person who refuses to have their temperature checked or to answer screening questions, may be denied admittance to any state building or facility. Employees may also be subject to corrective or disciplinary action for failure to comply with screening requirements.

Other Requirements for Admittance to State Buildings

In accordance with CDC guidelines and in addition to the preceding requirements, all state employees and visitors to state buildings shall be required to do the following:

- 1) Maintain social distancing of at least six (6) feet, including during health screenings and temperature checks;
- 2) Wear a mask that covers the mouth and nose (can be a cloth face covering). **Visitors will be asked to wear a mask when entering state buildings;**
- 3) Use good hygiene procedures, especially in terms of washing and/or sanitizing hands;
- 4) Avoid touching mouth and face; and
- 5) Self-monitor for COVID-19 symptoms.

Employee information is forthcoming. Any visitor to a state building who has questions about this policy or any policies relating to COVID-19 should go to kycovid19.ky.gov.

Any questions related to this policy should be directed to Commissioner Mary Elizabeth Bailey, Commissioner, Personnel Cabinet, Department of Human Resources Administration at 502-564-7571 or MaryE.Bailey@ky.gov.

Local Health Departments available to test State Employees

Jessamine County Health Department

210 E Walnut

Nicholasville, KY 40356

Register at: <http://www.Jessaminehealth.org>

North Central District Health Department

Tuesday - Shelby

Wednesday – Henry and Spencer

Thursday – Trimble

502-390-2600

Three Rivers District Health Department

510 S. Main Street

Owenton, KY 40359

1-502-484-3412

Oldham County Health Department

1786 Commerce Parkway

La Grange, KY 40031

502-222-356

Pike County Health Department/Pikeville Medical Center

POC: Tammy Riley, Public Health Director

172 South Mayo Trail Pikeville, Ky

(606) 437-5500

Testing Days and Hours of Operation: 8:00am to 4:00pm; Tuesday through Friday

Knox County Health Department

261 Hospital St., Barbourville, KY 40906

Rebecca Rains

606-546-3486

Testing hours: 8:00 a.m.-4:00 p.m.

Franklin County Health Department

100 Glens Creek Rd.

Frankfort, KY 40601

Request an appointment 502-564-7647

Christian County Health Department

1700 Canton St.

Hopkinsville, KY 42240

POC: Kayla Bebout, PH Director

270-887-4160 Office

Testing done M-F 9:00-11:00 am CST Saturday 8:30-11:00 am CST at Tie Breaker Park

Montgomery County Health Department

108 East Locust Street
Mt. Sterling, KY 40353
8859-497-2422
59-497-2422

Lewis County Health Department

185 Commercial Drive
Vanceburg, KY 41179
606-796-2632

Buffalo Trace District Health Department

130 E2nd Street
Maysville, KY 41056
606-564-9447 ext. 103

Bracken County Health Department

429 Frankfort Street
Brooksville, KY 41056
606-735-2157

Gateway District Health Department

730 West Main Street
Morehead, KY 40351
606-784-8954

Northern KY District Health Department and Green River District Health Department are Gravity partners and may be willing to test but they have additional questions before they can confirm.