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MEMORANDUM

PERSONNEL MEMO 20-14

TO: Cabinet Secretaries
Constitutional Officers
Agency Heads
HR Administrators

FROM: Gerina D. Whethers, Secretary

A handwritten signature in blue ink, appearing to read 'GDW', located to the right of the 'FROM:' field.

DATE: July 15, 2020

**RE: UPDATED - COVID-19 Health and Temperature Screening Policy,
Effective July 15, 2020.**

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 in accordance with guidelines from the Centers for Disease Control ("CDC"), 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 Executive Branch 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 an Executive Branch-owned or Executive Branch-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 Executive Branch building or office will be free of the COVID-19 virus, but it is the best way to minimize the risk of spreading the virus in state facilities. No person will be admitted to any Executive Branch 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.

A. **Health Screening Questions:** At locations where screening by medical professionals or other properly trained employees is available, 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, to include the following:

- 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 Executive Branch 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 immediately contact their 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.

At locations where screening by medical professionals or other properly trained employees is not available, agencies must require employees to complete and submit a self-assessment form provided by the agency (preferably, within one (1) hour prior to their arrival).

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

- 1) Temperature checks will occur prior to entrance to any Executive Branch-owned or Executive Branch-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 Executive Branch buildings or offices 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 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 immediately contact their 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 Executive Branch 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 Executive Branch Buildings

In accordance with CDC guidelines and in addition to the preceding requirements, all state employees and visitors to Executive Branch buildings or offices 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 face covering as required by Personnel Memorandum 20-12 (Updated-COVID-19 Face Covering Policy, Effective July 13, 2020).
- 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 an Executive Branch building or office 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 MaryE.Bailey@ky.gov.