COVID 19
EMPLOYEE HEALTH SCREENING

- **Temperature**
  - Employees enter the facility
  - EAS administrative employees equipped with handheld thermometers take initial temp.
    - Employee is clear – they are advised of medical testing and are directed to the room, or they can go to the workroom floor. During this proof of concept, employees will be limited to one voluntary test (either on site or mailed to their home) and any test offered as a result of a high temperature reading or required as part of the Return to Work protocol.
    - Employee has a temperature – they are directed to the room where Brio Systems will conduct the secondary temperature screening and offer medical testing.
    - Employee with a second high temperature reading will be sent home for the day on administrative leave and will be instructed to return during their next scheduled tour of duty. Unless a health care provider determines that the employee should continue their quarantine, the employee will be allowed to return to work on their next scheduled tour of duty to have a new temperature check taken.
    - If said employee tests with a high temperature on the second day, they will again be offered a COVID test performed by Brio Systems.
      - If the employee does not elect to have testing conducted, they will be sent home and required to use their own sick or annual leave until cleared by their treating physician. The employee will not be permitted to return without a medical release from their treating physician.
      - If the employee elects to have the testing conducted, they will be sent home on administrative leave until the test results are received.
- **COVID Testing**
  - Banner and floor signage advises of medical testing conducted by Brio Systems. The USPS will pay for all tests. No employee will be billed for taking a test. Employees who volunteer to be tested are limited to one test during the course of the pilot and any test offered as a result of a high temperature reading or required as part of the Return to Work protocol.
  - Testing will be available to any employee at the facility who volunteers to take a test. Employees can be tested on site or can elect to provide their home address for a home test kit.
  - Test results are received by Brio Systems and results are shared with employee, Public Health and OHNA.
    - Employee with a positive test result will be placed on administrative leave.
    - Employee may return to work following the existing Return to Work Protocol (See Slide 5).
- **Employee Self-Assessment**
  - Employees will be provided with a form that they can use to monitor their own health.
    - Self-monitoring means that you will be monitoring yourself for fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell by taking your temperature twice a day and remaining alert for other symptoms. A checklist of potential symptoms will be provided (See Self Assessment – Slide 7). The assessment is for employee use only and will not be shared with or retained by the USPS.

Pilot Test	Description	Success Criteria	Test Team	Equipment Needed
Temperature Taking	• Mark space on floor where non-touch thermometer testing will occur • Mark spaces on floor 6 ft apart for employees waiting to get initial test and enter the building • Mark space on floor where employee will wait if they test positive	• It is clear to employees where to go for initial temperature check and where to wait if a second test is needed • Queue to enter facility doesn't get longer than 10 people • No two employees (other than the nurse) are within 6ft of each other until they have been tested • Employees with a high temperature are quickly identified and steps are taken for the safety of all employees	• EAS Tester • Medical staff • Line Director	• Tape for marking floor • Non-touch thermometer • PPE for test team • Posters • Privacy Screening
Medical Testing	• Install signage directing employees to the room set up for medical testing • OHNA on site to oversee testing process and address employee questions	• It is clear to employees where to go for on site testing or to sign up for mailed home test kits • Limit number of employees in testing room to the number of Brio Systems staff available to conduct testing • Testing available for all tours and accessible to all employees	• Brio Systems personnel • Medical Staff	• Signage • Pens

- Clock Ring Delays – Employees will be compensated for time spent waiting for temperature taking and obtaining the medical testing. Local facility will arrange for all employees to be clocked in at their regular starting time.

- Quarantine
    - If USPS sends someone home as a result of a high temperature or a positive medical test, all existing protocols will be followed. A High temperature will result in the employee being quarantined for that work day (administrative leave). Unless a health care provider determines that the employee should continue their quarantine, the employee will be instructed to return on their next scheduled tour of duty to have a new temperature check taken. If the employee tests with a high temperature on the second day, they will be offered a medical test performed by Brio Systems. If the employee does not elect to have the testing conducted, they will be sent home and required to use their own sick or annual leave until cleared by their treating physician. The employee will not be permitted to return without a medical release from their treating physician. If the employee elects to have the test conducted, they will be sent home on administrative leave until the tests results are received. An employee with a positive COVID test will be required to follow the existing Return To Work Protocol (See Slide 5). The employee will be placed on administrative leave.

- Contact Tracing
    - OHNA will conduct contact tracing for any employee who tests positive from a COVID test as outlined in the existing protocol.
        - Interview employee to gather information regarding his/her movements within the facility and potential direct contact with co-workers.
        - Assess movement and contacts to determine risk level to others.
        - Identify employees who should self-quarantine.
        - Notify local manager of employees being recommended to self-quarantine.
        - Employees required to quarantine by the Postal Service should then be placed on administrative leave.
        - OHNA/OHN will contact Public Health Department.
        - Public Health Department will conduct Close Contact Investigation for non-postal close contact.

- Return to Work Protocol

Employees with laboratory-confirmed COVID-19 who have had symptoms of COVID-19 can stop home isolation and return to work following an interview with a Postal Service physician or nurse to confirm:
  - Employee has had no fever for at least 24 hours (without the use of any fever-reducing medication);
    AND
  - Other symptoms have improved (for example, when cough or shortness of breath has improved);
    AND
  - At least 10 days have passed since COVID-19 symptoms first appeared.*

*Loss of taste and/or smell may persist for weeks or months after recovery and need not delay the return to work.

- Employees with laboratory-confirmed COVID-19 who have <u>not</u> had symptoms of COVID-19 can stop home isolation and return to work following an interview with a Postal Service physician or nurse to confirm:
  - 10 days have passed since the employee's positive COVID-19 test.

Employees with a laboratory-confirmed positive COVID-19 test will not be permitted to return to work without written clearance from a Postal Service physician or nurse.

Temperature Checks In-Progress

Please wait until gestured by the line director to approach for a temperature check. This is a requirement and for the safety of all employees.

COVID 19 CORONAVIRUS DISEASE Employee Resources

COVID-19 TESTS

Medical testing provided on site or through home test kits.
Testing provided by Brio Systems.
Results available in 24-48 hours.

COVID 19 CORONAVIRUS DISEASE Employee Resources

Coronavirus Self-Checker

The purpose of this Coronavirus Self-Checker is to help you make decisions about seeking appropriate medical care. The questions are not intended for the diagnosis or treatment of disease or other conditions including COVID 19.

People with COVID 19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear 2 – 14 days after exposure to the virus. Do you currently have any of the following symptoms (this list does not include all possible symptoms):

| SYMPTOM	YES	NO
Fever or Chills		
Cough		
Shortness of breath or difficulty breathing		
Fatigue		
Muscle or Body Aches		
Headache		
New loss of taste or smell		
Sore Throat		
Congestion or Runny Nose		
Nausea or Vomiting		
Diarrhea		

QUESTION	YES	NO
Are you ill, or caring for someone who is?		
Are you a member of an at risk group (over Age 65 or with underlying medical conditions)?		
In the last two weeks have you been identified as having close contact with someone diagnosed with COVID 19 and been quarantined?		

Proposed process

- Employees enter building from three separate locations

- Temperature is taken

- Follow arrows for secondary temperature checking and/or covid testing

- Layout is an example of process flow

COVID Banner
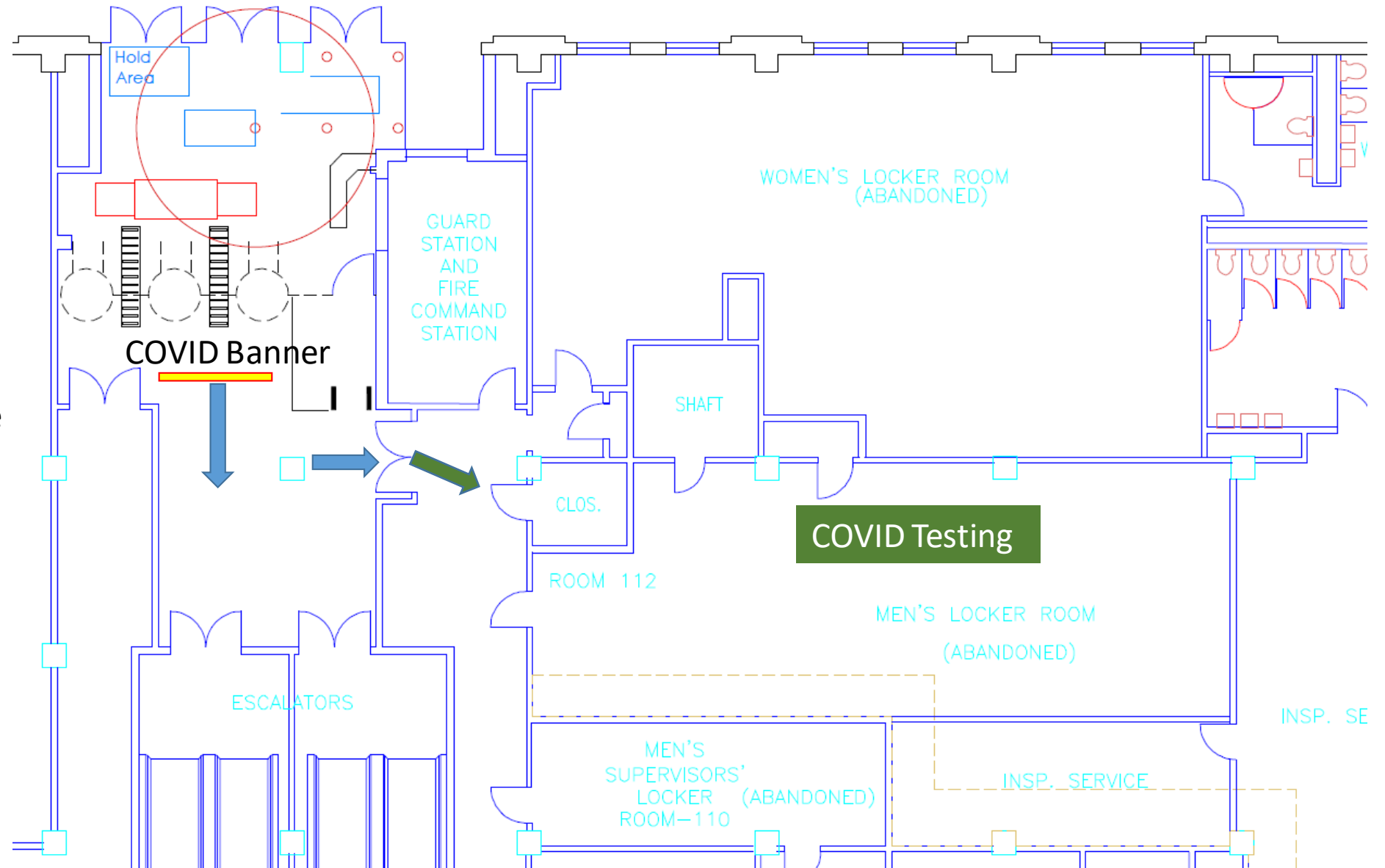
COVID Testing

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