

August 10, 2020

Dear Screeners & Directors,

In our continuing effort to be as current as possible in regards to our screening protocols, we have new updated forms as of 8.10.2020. We update these procedures in compliance with the Centers for Disease Control and Prevention (CDC), Governor Ralph Northam's mandates, Virginia Department of Health and the Roanoke Alleghany Health District guidelines.

Per Governor Northam's mandate all Virginians must continue to comply with the statewide face covering requirement in indoor public spaces.

**Every Virginian age ten and older must wear a mask or face covering at all times while entering, exiting, traveling through, and spending time in public settings to help contain the spread of the novel coronavirus.**

Face coverings do not take the place of public health guidelines to maintain six feet of physical distancing, increase cleaning and sanitation, and wash hands regularly. A face covering includes anything that covers your nose and mouth, such as a mask, scarf, or bandana. Children over the age of two are strongly encouraged to wear a face covering to the extent possible.

### **Significant Changes to the new 8/10/2020 TAP Screening Form**

**The most important change to the screening form and process is that we are now requiring temperature readings.** Each screening location will have a temperature body scanning thermometer to determine the temperature of each individual entering the TAP facility (including staff). In regards to masks, everyone including staff **MUST** wear a mask. The other important questions that were recently added pertain to whether a person has tested positive for coronavirus or have traveled to hot spots in the following states: South Carolina, Florida, Texas, Arizona and California. Additional states or regions might be added if needed. Anyone (including staff) who have traveled to any of these locations will be required to provide proof of a negative test or satisfy the 14 day self-quarantine that the Virginia Department of Health and the Roanoke Alleghany Health District is recommending. **We are also now REQUIRING that the screener get a phone, email address and home address of all clients and guests entering TAP facilities.** This is important for if and when we might need to do Contact Tracing. Contractors/vendors entering a TAP facility do not need to supply their home address but the screener needs to indicate which company the individual works for on the form. At the bottom of the form, the Check All Actions Taken box now includes No Action Taken, Negative Test/14 days secluded, and Denied Entry Due to Risk/Temperature.

### **Addressing Staff, Clients and/or Visitors who have or have had COVID-19**

It is important for us to have a standard policy that we all adhere to in regards to screening an individual who has unfortunately contracted the COVID-19 virus. If a client or staff member who enters TAP facilities on a regular basis reports that they have contracted the virus then we **MUST RECEIVE** medical notification from a verified healthcare provider letting us know the individual no longer has COVID-19. For staff members, that medical notification must be delivered to the HR Director prior to the staff member returning to work. For clients who participate in TAP programs, then a copy of that medical documentation should be given to the screener's director supervisor. That documentation should be placed in the client's file.

August 10, 2020

Please remember that *The TAP Confidentiality Policy applies and HIPPA is in place for those who are completing the screening process. Any information you receive about someone who is ill should not be communicated with anyone other than the supervisor on site or HR Director. Screeners, supervisors and the HR Director will maintain the utmost confidentiality and share the information only with those who have a need to know.*

## Procedure Outline

as of 8/10/2020

Please remember **DO NOT RUSH THIS TASK...TAKE YOUR TIME AND DO IT CORRECTLY.**

### Screening Form Protocol:

1. Upon entry in any TAP facility, an individual **MUST** be screened.
2. In completing the form please **PRINT**.
3. **STAFF PROCEDURES:** Procedures for **Staff members entering a TAP facility:**
  - a. Upon entry they **MUST** be wearing a cloth mask. If they are wearing a cloth mask mark the **YES** box. If they are not wearing a cloth mask mark **NO**. If they are wearing a face shield they still **MUST** be wearing a cloth mask under the shield. If they are not wearing a cloth mask then they should be given a black cloth mask that you were provided. Once given the black mask mark **YES**. If they refuse the Black mask then mark **NO**. You do not need to answer this question unless they do not have a mask upon entry. ***If the staff member refuses to wear a mask, we will be breaking the law and subjecting the agency to adverse actions. Therefore, the staff member will need to stand outside until the onsite supervisor or the HR Director has been contacted to meet with the staff member.***
  - b. Fill out their complete name. If you do not know it then ask. No more first name only.
  - c. The Screening form has been **revised as of 8/10/2020**. This is the form you should be using every day. If you do not have this form, please ask your supervisor for copies of it.
  - d. **Body Temperature Requirement:**

Use the supplied body temperature scanner and take the individual's temperature. Their temperature must be **at or below 100.4 degrees**. If their temperature is above 100.4 then please advise them to seek medical attention. With a temperature **ABOVE 100.4** they will be denied access to any TAP facility. The staff member should alert their direct supervisor to let them know that they cannot enter the building.

#### Instructions on using Temperature Scanner:

**The Jumper JPD-FR202 Infrared Thermometer** 

The image on the right shows the IR Sensor and the Power Button.

The image on the far right shows the display and three buttons, from left to right they are: the C/F Button that will change the reading from Celsius to Fahrenheit, the M Button which stands for Mode (there are two modes, the first is the Object temperature mode which is denoted by the image of a house in the left hand corner of the display. The second is the Forehead temperature which is



denoted by the image of a person's head in the center of the display. The Third button is the mute or un-mute button.

Before completing the temperature screening, make sure that the C/F button is set to F, for Fahrenheit and that the Mode button is set to Forehead (denoted by the image of a person). This will ensure a proper scan.

- e. Continue to fill out the form making sure to answer all questions. Please make sure that you have a copy of your Screening Protocol Guidelines (**revised as of 8/10/2020**) information with you while you are screening. If **YES** to any of the questions then **MAKE SURE** and follow the guidelines set out in the updated Screening Protocol Guidelines 8.10.2020. **See confidentiality note in Screening Protocol Guidelines.**
  - f. The last section of the form is now titled **TAP OFFICE INFORMATION (SCREENER REQUIRED TO COMPLETE)**. Screeners should **PRINT** their name, no signatures. Indicate the location where you are screening (i.e. 302, RHEC, Dumas, MOC, TAP Books, etc.) Ask the **staff member** either the name of the person they are seeing or the area they want to go to. The last area of this section is also critical. The screener needs to mark in the **Check All Actions Taken** box whether the staff member required **No Action Taken, Negative Test/14 days Secluded, or Denied Entry Due to Risk/Temperature**.
  - g. If any staff member is **Denied Access** please notify your supervisor on site or Tabatha Cooper, HR Director. The supervisor or Tabatha will contact the President & CEO.
4. **CLIENT/VISITOR PROCEDURES:** Procedures for a **Client/Visitor entering a TAP facility:**
- a. Upon entry they **MUST** be wearing a cloth mask. If they are wearing a face shield they still **MUST** be wearing a cloth mask under the shield. If they are wearing a cloth mask mark the **YES** box. If they are **NOT** wearing a cloth mask, the screener can politely say the following:

***Per State guidelines everyone entering an indoor public facility for the safety and health of everyone, should be wearing a mask, if you do not have one then we can provide one to you.***

- b. If they accept the cloth mask then mark **YES** that they were given a disposable mask.
- c. If they refuse to wear a cloth mask, then politely say the following:

***I am sorry but per our agency policy and the state's guidelines we cannot provide you with onsite services since you are not wearing a mask. This is for everyone's safety. However, we will be glad to try to assist you remotely. What type of services are you interested in? Could you please give me your contact information and we will have someone contact you within the next 24 hours.***

***Make sure and complete the last section on the form titled TAP OFFICE INFORMATION with the client/visitor's contact information. If they have an***

*appointment with a staff member, then contact that staff member and let them know the client/visitor is downstairs and the client/visitor has decided to not wear a mask. The screener should ask for that client to stay outside while they wait for the staff member. The staff member can ONLY MEET with the client OUTSIDE the building. The staff member will then decide how to proceed with the client but the client WILL NOT be allowed into the TAP facility without a mask.*

- d. It is still our TAP Policy that we **WILL NOT** deny clients services. However, with these new state guidelines, we will do it under the safest environment possible, including contacting the client by phone or email to address their needs.
- e. Fill out their complete name. If you don't know how to spell their name please ask them.
- f. The Screening form has been **revised as of 8/10/2020**. This is the form you should be using every day. If you do not have this form, please ask your supervisor for copies of it.
- g. **Body Temperature Requirement:**  
Use the supplied body temperature scanner and take the individual's temperature. Their temperature must be **at or below 100.4 degrees**. If their temperature is above 100.4 then please advise them to seek medical attention. With a temperature **ABOVE 100.4** they will be denied access to any TAP facility. **If denied access to the facility because of temperature, the screener does not need to ask questions 1-4 but you should complete the TAP OFFICE INFORMATION Section at the bottom of the form.**  
Make sure and take their name, phone number, email address so that we can follow up with them remotely until they are clear of any coronavirus symptoms

**Instructions on using Temperature Scanner:**

**The Jumper JPD-FR202 Infrared Thermometer** →



The image on the right shows the IR Sensor and the Power Button.

The image on the far right shows the display and three buttons, from left to right they are: the C/F Button that will change the reading from Celsius to Fahrenheit, the M Button which stands for Mode (there are two modes, the first is the Object temperature mode which is denoted by the image of a house in the left hand corner of the display. The second is the Forehead temperature which is denoted by the image of a person's head in the center of the display. The Third button is the mute or un-mute button.

Before completing the temperature screening, make sure that the C/F button is set to F, for Fahrenheit and that the Mode button is set to Forehead (denoted by the image of a person). This will ensure a proper scan.

- h. Continue to fill out the form making sure to answer all questions. Please make sure that you have a copy of your Screening Protocol Guidelines (revised as of 8/10/2020) information with you while you are screening. If **YES** to any of the questions then **MAKE**

August 10, 2020

**SURE** and follow the guidelines set out in the updated Screening Protocol Guidelines 8.10.2020. **See confidentiality note in Screening Protocol Guidelines.**

- i. The last section of the form is now titled **TAP OFFICE INFORMATION (SCREENER REQUIRED TO COMPLETE.)** Screeners should **PRINT** their name, no signatures. Indicate the location where you are screening (i.e. 302, RHEC, Dumas, MOC, TAP Books, etc.) Ask the **client/visitor** either the name of the person they are seeing or what information they require. This is very important so that we know where these individuals are going. Also there is now a spot to write down a client's phone number, email address and home address. The last area of this section is also critical. The screener needs to mark in the **Check All Actions Taken** box whether the staff/client/visitor required **No Action Taken, Negative Test/14 days Secluded** or **Denied Entry Due to Risk/Temperature**.
- j. If any individual is **Denied Access** please notify your supervisor on site or Tabatha Cooper, HR Director. The supervisor or Tabatha should inform the President & CEO.

## 5. Delivery of Screening Forms

All screening forms should be given to the screener's direct supervisor on a daily basis. That supervisor reviews the forms to see if completed correctly and reviews with the screener if there are any questions. The supervisor then makes sure and delivers the original forms to **Peggy Baynton in TAP Human Resources**. If they cannot get the forms to her on a daily basis then they should be scanned and emailed. However, the original forms should be delivered to HR. Due to HIPAA guidelines, no forms should be left in any department other than Human Resources. If any staff, clients or visitors were denied entry, the supervisor should alert their Program Director as soon as possible. The Program Director will follow the guidelines on who to share the information with.

**Head Start Delivery System** – Head Start Centers will follow a different delivery system for screening forms which will be sent to them next week.

Thank you!