

EMPLOYEE ACCESS PROTOCOLS FOR ALL RANDOLPH COUNTY FACILITIES AND BUILDINGS EFFECTIVE 5/5/2020

These protocols may be amended as needed in response to rapidly changing circumstances related to COVID-19.

Employee entry protocol must be put into place in every County agency to protect other employees, visitors, and those in the care and custody of the County. ALL employees reporting to work at ANY County-operated facilities must complete the Self-Check Screening Questions PRIOR to reporting to work.

All facilities must have Department Head designated screening staff to perform the following:

Access to County Office Buildings

- Access will be controlled.
- Prior to entry all employees must be ASKED if he/she completed a Self-Check Screening Questionnaire prior to reporting to work.
- Employees who report answering **YES** to any Self-Check Screening Question OR refuse to participate in the screening process **must** be denied access to the facility.
- Employees who report answering **NO** to all Self-Check Screening Questions may proceed with a temperature check.
- Entry screening staff **must** be available during the normal times that employees report to work and as needed throughout the day for employees reporting to work outside of typical work hours.
- Entry screening staff should contact the Public Health Hotline at 336-318-6227 with any questions regarding the screening process.



Employee Self-Check Screening Questionnaire



IMPORTANT: THE EMPLOYEE IS REQUIRED TO COMPLETE THE SELF-CHECK SCREENING PRIOR TO REPORTING TO WORK AT ANY COUNTY BUILDING.

For infection control purposes, please complete the following self-check at home.	
Have you had any of the following symptoms in the last fourteen days: fever, cough, sore throat, shortness of breath, chills or repeated shaking with chills, muscle pain, headache, new loss of taste or smell, or any other flu-like symptoms?	If no, proceed to the next question. If yes to 2 or more symptoms, stay home to self-isolate and follow up with your supervisor and primary care provider.
In the past fourteen days, have you been in close (less than 6 feet), prolonged contact (more than 10 minutes) with someone with suspected or confirmed COVID-19 diagnosis without using infection protection and control precautions?	If no, you may report to work. If yes, stay at home to self-quarantine and follow up with your supervisor and primary care provider.

IF YOU HAVE ANY QUESTIONS COMPLETING YOUR SELF-CHECK, PLEASE CONTACT THE PUBLIC HEALTH HOTLINE AT 336-318-6227.



Any employee who answers **YES** to **ANY** question on the Self-Check Screening Questionnaire **OR** refuses to participate in the screening process **must** be denied access to County facilities. Any employee who answers **YES** to **ANY** question must remain at home and immediately notify his/her supervisor. Employees that answer all questions with **NO** prior to reporting to work will have a temperature check completed upon arrival at a County building.