

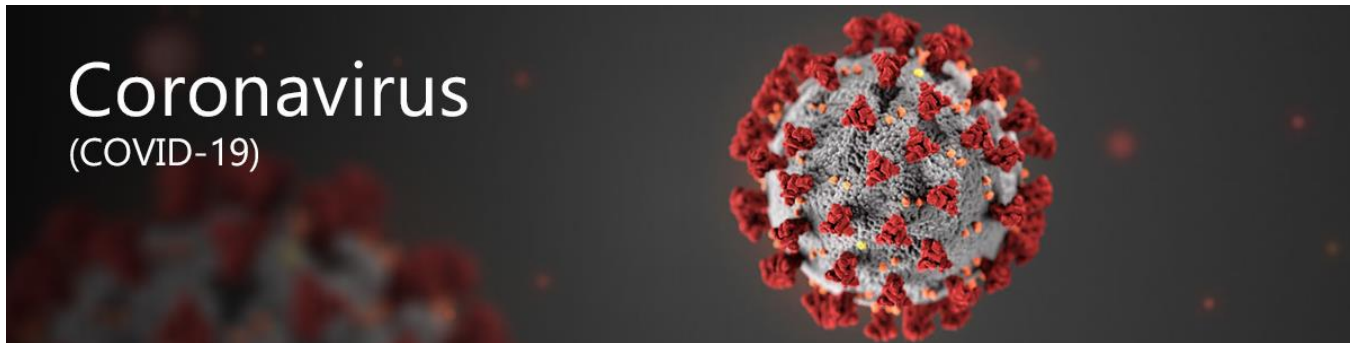
COVID-19 On-site Employee Symptom Screening Procedure

Engineering Division

1. All employees are to wash or sanitize their hands and don a face covering or mask upon entering the workplace.
2. Employees shall then report directly to a supervisor to have their symptom screening. If the employee's shift has not yet started at this time up to five (5) minutes will be added to each employee's time for the day to compensate them for their time. The amount of overtime paid is based on the time the employee's shift is scheduled to start and the time the employee reports to have their symptom screening completed. (e.g. Employee is scheduled to start work at 7:30 AM and arrives to have their symptom screening at 7:28 AM; employee would be paid 2 minutes overtime. Employee is scheduled to start work at 7:30 AM and arrives to have symptom screening at 7:20 AM; employee would be paid 5 minutes overtime.)
3. The supervisor shall conduct the daily screening and complete the COVID-19 Employee Daily Screening Log (Attachment A) for each employee.
 - a. Take the employee's temperature;
 - b. Ask the employee if they have taken fever reducing medication within the past 8 hours; and
 - c. Ask the employee if they are experiencing any of the symptoms listed on laminated COVID-19 Symptoms handout (Attachment B). Note that this handout should be laminated and placed on work surface where screening occurs and be readily visible to employees as they are screened.
 - d. For each of the above items, enter "Yes", "No" or "Not At Work" on the COVID-19 Employee Daily Screening Log (Attachment A).
 - e. Based on the responses to the above questions the supervisor shall take one of the following actions:
 - i. If all of the responses for the employee are "No" the supervisor shall clear the employee to work.
 - ii. If any of the responses for an individual employee are "Yes" the supervisor shall ask to speak with employee confidentially to complete the COVID-19 Employee Screening Form (Attachment C).
4. Complete the COVID-19 Employee Screening Form (Attachment C) for employees whose initial screening resulted in any "Yes" response during the symptom screening.
 - a. Enter the employee's name and date.
 - b. Record the information from preliminary screening in Section A of the form.
 - c. Ask the employee the questions in Section of the form and record their response. Direct the employee to respond only Yes or No and to not provide any additional medical information. If the employee has medical information they want to share direct them to the Human Resources Labor Relations Manager.
 - d. Retake the employee's temperature. NOTE: It is acceptable to allow employee to take their own temperature and show the reading to the supervisor.
 - e. Based on the responses to the above questions the supervisor shall take one of the following actions:

- i. If the employee responded “NO” to all screening questions and no more than one temperature reading was greater than or equal to 100.4 F the supervisor shall clear the employee to work.
 - ii. If both temperature reading were greater than or equal to 100.4 F or the employee responded “YES” to any of the questions in Section B of the COVID-19 Employee Screening Form one of the above screening questions the employee shall be required to leave work.
5. Provide For employees required to leave work the supervisor shall:
 - a. Provide the employee a copy of the completed screening form.
 - b. Provide and review the Instructions to Employees Required to Leave Work (Attachment D) on the back of the screening form with the employee.
 - c. Provide the employee with a copy of the handout outlining the CDC’s recommendations for preventing the spread of COVID-19 while sick (Attachment E).
 - d. Make sure the employee leaves the workplace.
 - e. Notify their department/division head or their designee.
 - f. Send the completed COVID-19 Employee Screening Form to Greg Leifer, Labor Relation Manager. No copies of the completed form should be retained by the department.

ATTACHMENT B: COVID-19 SYMPTOMS



DO YOU HAVE ANY COVID-19 SYMPTOMS?

Based on CDC recommendation, the following is a list of symptoms that can be associated with COVID-19. One or more of these symptoms may appear 2-14 days after exposure, with the average being 5 days.

- Fever
- Chills
- Cough
- Sore throat
- Shortness of breath/chest tightness
- Loss of taste or smell
- Runny nose
- Nasal congestion
- Headache
- Severe fatigue/exhaustion
- Muscle pain

ATTACHMENT C: COVID-19 Employee Screening Form

The supervisor should only complete this for employees whose initial screening resulted in any "Yes" response. The completed form should be sent to the Human Resources Labor Relations Manager and a copy provided to the employee. No copies of the completed form should be retained by the department.

Employee Name _____ Date _____

Section A

Record information from preliminary screening below.

1. Temperature – Reading 1 _____ F
2. Have you taken any fever reducing medication such as acetaminophen, others), ibuprofen, or aspirin in the past ____ hours? Yes No
3. Observed symptoms Cough Shortness of breath Flushing in cheeks

Section B

Ask the employee the following questions and record their response. Direct the employee to respond only Yes or No and to not provide any additional medical information. If the employee has medical information they want to share direct them to the Human Resources Labor Relations Manager.

1. Are you experiencing any of the following symptoms?

Chills	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortness of breath/chest tightness	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loss of taste or smell	<input type="checkbox"/> Yes <input type="checkbox"/> No
Runny nose	<input type="checkbox"/> Yes <input type="checkbox"/> No
Nasal congestion	<input type="checkbox"/> Yes <input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes <input type="checkbox"/> No
Severe fatigue	<input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle pain	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Temperature – Reading 2 _____ F

NOTE: It is acceptable to allow employee to take their own temperature and show the reading to the supervisor.

Action

- Employee responded "NO" to all screening questions and no more than one temperature reading greater than or equal to 100.4 F; employee allowed to remain at work.
- Both temperatures greater than or equal to 100.4 F; employee required to leave work.

- Employee responded “YES” to at least one of the above screening questions; employee required to leave work. Provide employee a copy of the completed screening form (both sides) along with handout outlining CDC’s recommendations for preventing the spread of COVID-19 while sick.

ATTACHMENT D: Instructions to Essential Employees Unable to Telework Who are Required to Leave Work

- We recommend you contact your medical provider and let them know you were sent home from work due to COVID-19 symptoms and need to be tested for COVID-19.
- Alternatively, you can use the community testing site at the Alliant Energy Center to get tested.
- Follow the CDC's recommendations for preventing the spread of COVID-19 while sick.
- Keep your supervisor informed of your status.
- You will need to use your emergency paid leave and/or other available paid leave to cover your time off.

Return to Work

Employees sent home from work due to COVID-19 can return to work based on **either** the test-based **or** time-based strategy described below.

- **Test Based Return to Work**

- Provide negative results from a COVID-19 nasal or nasal/pharangeal swab test, is fever free for at least 24 hours without use of medication, and has not been advised to isolate by a medical provider.

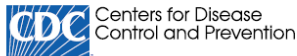
- **Time Based Return to Work**

If you do not get tested you can return to work upon meeting all of the following requirements:

- At least 10 days have passed since you were sent home from work; **AND**
- You have been fever free without the use of fever reducing medicines for at least 24 hours; **AND**
- Your other symptoms have improved.

If you test positive for COVID 19 you can return to work once they have met the conditions for the above time-based return to work strategy. The time based method is required as getting 2 tests negative as recommended by the CDC after COVID infection could take an extended period of time and may keep a person out of work after they are no longer infectious.

ATTACHMENT E: CDC Recommendations for Preventing Spread of COVID-19



Coronavirus Disease 2019 (COVID-19)

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.



Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other **emergency warning signs**, or if you think it is an **emergency**.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.



Monitor your symptoms

- **Symptoms** of COVID-19 fever, cough, or other symptoms.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



If you are sick wear a cloth covering over your nose and mouth

- You should wear a **cloth face covering**, over your nose and mouth if you must be around other people or animals, including pets (even at home)
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put in the dishwasher.



Clean all "high-touch" surfaces everyday

- Clean and disinfect high-touch surfaces in your "sick room" and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.
- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.