

DAILY: Required Team Member Attestation and Health Screening

05/7/20 v11

Applies to: All MultiCare Workforce (employees, contractors, providers, volunteers).

Guidelines for Employee, Contractor and Workforce Screening During COVID-19 Pandemic

Revised as of May 7, 2020. Original: March 25, 2020

Beginning March 27, 2020, all MultiCare team members (employees, workforce members, contractors) who physically come to work are asked to follow new guidelines.

- These guidelines are intended to reduce the risk of employees and workforce members physically reporting to work with possible COVID-19 infection.
(Note: Visitors are excluded from these guidelines. Please refer to the visitor policy for screening of visitors).
- Guidelines apply to clinical and non-clinical team members across the system.

MultiCare employees should not be reporting to work with symptoms consistent with an infectious disease.

Work areas are asked to implement the following screening protocol for all team members (employees, workforce members/contractors) upon arrival to work. Providers are requested to report to whichever site they first present to complete screening.



All clinical and non-clinical team members:

Due to thermometer limitations, each site will implement ONE of the below methods:

- Attestation only at beginning of shift: Team members sign in and attest that they do not have symptoms suggestive of COVID-19 infection (fever, cough, muscle aches, throat pain, shortness of breath, loss of smell not attributable to another condition)

OR

- Attestation and temperature reading at beginning of shift: Team members sign in and attest that they do not have symptoms suggestive of COVID-19 infection after taking their temperature (fever, cough, muscle aches, throat pain, shortness of breath, loss of smell not attributable to another condition)
 - a. Fever is defined as ≥ 100.0 or ≥ 99.6 if over age 65

If the employee meets the above criteria, they are to notify their manager, prepare to go home and follow "Employee Guidance – COVID19 Symptomatic and Exposed Staff" (below) and get scheduled for testing. This does not require contacting Employee Health.*

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By writing in your Employee ID # below, you are attesting that:

You are aware of the MultiCare Health System policy against reporting to work if you have any symptoms AND you have completed the required screening for your site (symptom-free attestation OR temperature check).

Symptom Free means NO: 1. Fever*, 2. New cough that is not attributable to another medical condition, 3. New muscle aches (myalgias) not attributable to another medical condition or another specific activity (e.g. due to physical exercise), 4. Throat pain (pharyngitis) not attributable to another medical condition, 5. New shortness of breath (dyspnea) not attributable to another condition, 6. Loss of smell

**fever does not require employee to actually measure temperature at home. Just attesting that do not feel febrile. If taking temp at home, fever defined as Temperature ≥ 100.0 (or ≥99.6 if 65 y/o)*

Date: _____		
Dept. Name & Location: _____		
Manager Contact: _____		
Employee ID #	Job Role	Temperature



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Date: _____

Dept. Name & Location: _____

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Suggested Department Procedure

Talking Points: Why are we doing this?

As the COVID-19 pandemic has developed, we are experiencing community spread. To combat this, it is important to take a public health view of our workforce and screen all health care workers. Trust in each employee and workforce members has never been higher. This protocol adds a layer of protection for you and our patients. Exposure can occur in the community and at work, and we are working hard to reduce the untoward effects of us contracting COVID-19. Please review this material. Your tolerance of frequent adjustments is appreciated.

Suggested Department Procedure:

1. Complete symptom attestation OR temperature screening (depending on thermometer availability).
2. Screening will be conducted on every work unit, every day at shift change (trying to avoid pile-ups).
3. Staff should go directly to their reporting unit and minimize stops.
4. Upon arrival, providers are requested to report to whichever site they first present to complete the attestation and temperature screening.
5. Students are to be included in the screening process unless otherwise notified.
6. Managers (or designee) to collect names at the start of each shift (may assign admin staff).
7. Managers to maintain logs (provided).
8. At team huddle, circulate the attestation form to employees for completion. Consider distributing commercial surgical masks (N95 as required by department).
 - a. Remember to share a safety story, recognize excellence, and celebrate the great work we are doing together!
 - b. If thermometers are not available, complete attestation and consider alternative thermometers for employees that may screen positive for other symptoms or are high risk. Collaborate with an adjacent unit.
9. If employee or workforce member screens positive for one symptom, employee is to return home and follow the “Employee Guidance – COVID19 Symptomatic and Exposed Staff” (below).

Employee Guidance – COVID19 Symptomatic and Exposed Staff

05/04/20 v6

When do I act? What do I do?

Step 1: Evaluate your Symptoms – if you have one of the following, stay at home and go to Step 2.

- Fever \geq 100.0 F or \geq 99.6 over 65y/o, new severe cough, shortness of breath, sore throat, runny nose, body aches, significant fatigue, chills, or loss of smell.



Step 2 – Complete online screening at www.multicare.org/for-staff/. If you qualify you will be prompted to schedule a visit at an Employee Testing Center. EH will be notified of your COVID-19 results (no need to call or get EH approval).



Step 3: Notify your Manager/call sick. Remain off work until results are received.



Step 4: If you do not go to an Employee Testing Center for your test, notify EH. With approval from you, EH will attempt to get your COVID-19 result done within the MHS system.

- PSR: employeehealth2@multicare.org or (253) 403-4007
- INW: employeehealthINW@multicare.org or (509) 473-7179

When can I work? When do I wear a mask?COVID-19 Positive Test or Symptomatic with Known Exposure/No COVID-19 Test:

- Return to work 10 days after symptom onset AND with no fever for 72 hours without fever-reducing medication (e.g. Tylenol – whichever is longer).
- Need Return to Work Note from Employee Health.
- Wear commercial surgical mask at work until 15th day from symptom onset.

COVID-19 Negative Test or No Known Exposure/ No COVID-19 Test:

- Return to work when no fever for 24 hours without Tylenol, etc.
- And clinically improved, no fever, uncontrolled cough, etc.
- Do not need Return to Work (RTW) note from EH or Provider.

“Someone I live with tested COVID-19 positive. Can I work?”

“Yes. 14 days and wear a commercial surgical mask at work.”

“What is a Known Exposure?”

“A Known Exposure occurs when you care for a COVID+ patient without appropriate PPE.”