



Milwaukee County COVID-19 Public Health Emergency
COVID-19 Health Screening Policies and Procedures
Administrative Order 20-17v2

Version 1 Effective as of 12:01 a.m. on Monday, November 9, 2020
Version 2 Effective as of 12:01 a.m. on Wednesday, November 11, 2020

COVID-19 Health Screening Policies and Procedures

The health of Milwaukee County employees, contractors, and visitors is of vital concern and importance. Identifying cases of COVID-19 has been a challenge for individuals and institutions because of the difficulties in making testing easily and quickly available and because of the limits of testing to identify positive cases of COVID-19, particularly during the early stages of infection.¹ Thus, Symptoms and Exposures are often important indicators of possible cases of COVID-19. This Administrative Order (AO) defines circumstances when individuals should be screened for COVID-19 Symptoms and Exposures and establishes procedures for conducting such screening. Version 2 of this AO is effective as of 12:01 a.m. on Wednesday, November 11, 2020, and replaces Version 1. Changes are not denoted in red.

Version 1 of this Administrative Order covers:

- [Definitions](#) of terms used in this Order.
- Employee and Contractor Daily [Health Screening and Response Requirements](#) for In-Person Workers.
- [Procedures for Completing the Screening Questionnaire, Temperature Check, and Verification Process](#).

Subsequent versions of this Order will address:

- Screening requirements for visitors and service users.
- Standards and procedures for departments to screen visitors.
- Screening requirements for departments responsible for individuals in the care or custody of Milwaukee County.

If you have questions about this, or any other AO or policy, email: COVID-19@milwaukeecountywi.gov

I. Definitions

A. Close Contact:² A person with Close Contact is someone who:

- i. Was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for an asymptomatic infected person, 2 days prior to test specimen collection) until the time the infected person is isolated. This is the definition **regardless of whether face masks or personal protective equipment (PPE) were worn by any or all individuals**; and/or
- ii. Provided care at home to an infected person; and/or

¹ See <https://www.acpjournals.org/doi/10.7326/M20-1495>

² For employees at work in a healthcare or medical setting, Close Contact does not qualify if the CDC-recommended PPE was used when job duties were performed.

- iii. Had direct physical contact with an infected person (touched, hugged, or kissed them); and/or
 - iv. Shared eating or drinking utensils with an infected person; and/or
 - v. Got respiratory droplets (for example, was sneezed or coughed on) on them from an infected person.
- B. Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 or, in the absence of testing, has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.
- C. Critical Infrastructure Employee:** The Centers for Disease Control (CDC) defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation and other workers. See the [CDC guidelines](#)³ for a complete list.
- D. Exposure to COVID-19 (Exposure):** Any form of Close Contact (see A. above) with an individual with a Confirmed Case of COVID-19 during the last 14 days.
- E. Green Status:** An individual who has no Symptoms (see J. below) and has had no Exposure (see D. above).
- F. Red Status:** An individual who, at the time of screening, has at least one Symptom (see J. below) and/or has had Exposure (see D. above).
- G. Screening Questionnaire:** A survey designed to assess whether an individual has Symptoms or has had Exposure.
- H. Screening Tool:** An online tool that allows County employees and contractors to access the Screening Questionnaire to self-assess for Symptoms and for Exposure. The Screening Tool may be accessed using any device that can connect to the Internet, including smart phones, personal computers, and tablets. The Screening Tool may be accessed at: <https://county.milwaukee.gov/EN/COVID-19/MKE-Health-Screen>
- I. Social Distancing:** Maintaining a distance of six feet or more between individuals.⁴
- J. Symptoms Compatible with COVID-19 (Symptoms):** The following symptoms may be symptoms of COVID-19 if they are new or uncommon for an individual:
- i. Feverish or temperature of 100.4⁰F (38⁰C) higher
 - ii. Chills
 - iii. Nausea or vomiting
 - iv. Diarrhea
 - v. New shortness of breath or difficulty breathing
 - vi. New congestion or runny nose
 - vii. New loss of taste or smell
 - viii. New sore throat
 - ix. New cough
 - x. Headache that is new or different
 - xi. Unexpected fatigue
 - xii. Unexpected muscle or body aches

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

⁴ For more details, see Administrative Order 20-4 In-Person Workers: Social Distancing and Symptomatic Employees and Contractors.

II. Employee and Contractor Daily Health Screening and Response Requirements

All employees and contractors **must screen daily** for Symptoms, including fever, and for Exposure **on days they are working in-person**, and the screening must be completed before or upon entrance to the work site. Only employees with Green Status may report for in-person work and departments must confirm each employee's Green Status prior to the employee starting work.⁵ In general, employees should complete their Health Questionnaire at home prior to reporting for in-person work to minimize the chance of COVID-19 spreading in the workplace. Departments will determine whether employees will complete the separate temperature screening at home or when they report to work; the Facilities Re-Opening Working Group (FROWG) will support departments in their planning for temperature screening. The daily health screen should not be taken as medical advice; employees with questions about any symptoms they are experiencing should consult their medical provider.

A. Requirements for Employee and Contractor Daily Screening

This section provides an overview of the requirements for employees, contractors, departments, and facility managers. Procedures for how to complete and verify these requirements are detailed in the sections that follow.

- i. It is the responsibility of every employee to complete the Screening Questionnaire using the Screening Tool on each day they are working in person. The Screening Questionnaire should be completed at home, prior to reporting to the job site.⁶
- ii. It is the responsibility of every employee to complete a temperature screen prior to starting their shift.
- iii. No later than November 11, 2020, prior to starting in-person work, all employee Screening Questionnaires must be verified as Green Status.
- iv. No later than November 23, 2020, all employees and contractors must complete and have verified that they do not have a fever (temperature of 100.4⁰F or 38⁰C or higher) as part of their health screening.
- v. Employees who are teleworking are encouraged to monitor for Symptoms and Exposures, but are not required to complete the Health Questionnaire or temperature screening unless their Department requires them to do so.
- vi. Departments cannot set screening standards that are less restrictive than those outlined in this AO, but they may set standards that are more restrictive. For instance, they may require all employees to self-screen, rather only those who are reporting for in-person work, or they may set a lower standard for fever if advised by the CDC for their specific line of work.
- vii. Departments shall, at minimum, use the questions in the County's Screening Questionnaire without altering the wording. Any changes to the Screening Questionnaire will be made centrally based on input from public health experts.
- viii. The time employees spend completing the Screening Questionnaire, as well as the temperature screen, is **not** compensable time.

⁵ Note that the one exception is for Critical Infrastructure workers who screened RED due to Exposure and have been told by a manager to follow adapted quarantine procedures and report to work as long as they have no Symptoms Compatible with COVID-19 (See Administrative Order 20-7, Section V).

⁶ See Section III.A.ii for procedures when an employee may not have access to the Screening Tool.

B. Responding to and Reporting Results of Health Questionnaire and Temperature Screenings

This section outlines the requirements for managers, employees, and contractors for interpreting, and in the case of Red Status, responding to, the results of the health screening for employees who are reporting for in-person work.

- i. **Red Status Requirements:** If employees or contractors screen as Red Status, that is, they ARE experiencing any one or more of the Symptoms and / or have had Exposure, they should:
 - a) Stay home or return home and not report for in-person work (Note: in the case of Exposure, this procedure may vary for Critical Infrastructure workers; see Section II.B.i.d below).
 - b) Notify their manager immediately of their Red Status, using the department-approved notification system. Note that employees **are required** to report whether they are reporting Red Status for Symptoms and/or for Exposure, but they do not need to disclose the specific symptom(s). Managers may ask follow-up questions about the nature of an Exposure to determine if it happened in the work setting to inform whether additional contact tracing among the workforce is necessary.
 - c) Work remotely, if possible.
 - d) Follow the instructions in AO 20-7: Procedures for Responding to Confirmed COVID-19 Cases, Symptomatic Individuals, and Exposed Individuals and Their Close Contacts. Individuals:
 - **With Symptoms** should follow the instructions in Section III of AO 20-7.
 - **With Exposure** should follow the instructions in Section IV of AO 20-7. If the employee is a Critical Infrastructure worker, the individual's supervisor should also consider adapted procedures in Section V of AO 20-7. Employees **do not** make their own decisions about an adapted quarantine and should follow Section IV.A until notified otherwise by their supervisor.
 - **With Symptoms AND Exposure:** Employee is encouraged to get tested for COVID-19 and should follow the instructions for Exposure in Section IV of AO 20-7. If they test positive during their quarantine, they should follow instructions in Section II. If they do not get tested or test negative, they should still complete the full 14-day quarantine, regardless of whether they are a Critical Infrastructure worker.
- ii. **Green Status Requirements:** If employees or contractors are Green Status for Symptoms and Exposure, they should report to work as scheduled.

III. Procedures for Completing the Screening Questionnaire, Temperature Check, and Verification Process

Departments, divisions, or offices must verify each day that all employees scheduled to work in person have been screened for COVID-19 Symptoms and Exposures prior to employees starting in-person work duties. Departments may accomplish this screening, including verifying employee temperatures, in a variety of ways depending on the work location, available technology, and environmental or operational risk factors. In general, Departments should make every effort to set

employees up to use the Screening Tool to help with data collection efforts across the workforce and to support any centralized changes to the Health Questionnaire based on new CDC guidance or operational needs.

This section outlines options for departments to accomplish and verify the Green Statuses for in-person workers. Because the completion of the Screening Questionnaire and the temperature screening use different tools and will likely entail different processes, this section is separated into procedures for completing and verifying the Screening Questionnaire and procedures for completing and verifying the temperature screening.

A. Procedures for Completing and Verifying the Screening Questionnaire

This section provides procedures for completing the Screening Questionnaire based on whether the Screening Tool can be used by employees or whether technology barriers require a different system.

i. Completing the Screening Questionnaire Using the Screening Tool

- a) Employees may use work or personal devices connected to the Internet, including cell phones, tablets, or personal computers, to complete the Screening Questionnaire.⁷
- b) The Screening Tool will display either Green Status or Red Status based on the individual's reported Symptoms and Exposure.
 - The Screening Tool will inform employees with Green Status to report to work as scheduled.
 - Employees with Red Status will be informed to stay home and contact their supervisor. The Screening Tool will also direct employees to AO 20-7 for specific instructions.
- c) The Screening Tool will create a daily employee status badge and time stamp based on the results of the employee self-assessment.
 - If both Symptoms and Exposure are Green, then the badge will be Green.
 - If either Symptoms or Exposure is Red, then the status badge will be Red.
 - If the employee has Exposure only (no symptoms), is a critical infrastructure worker, and has already been instructed to report to work under an adapted quarantine (Section V of AO 20-7), then the employee will be given instruction to report to work.
 - **The time stamp must be within the 12-hour period before the individual is presenting their status badge for verification to be valid for the employee's shift.** For example, an employee starting work on a Tuesday at 9 a.m. must have completed their Health Questionnaire and temperature screening after 9 p.m. on Monday. Employees are encouraged to take the Health Questionnaire and their temperature as close to the start of their shift as possible.

⁷ Note: Departments may choose to provide County cell phones to employees who do not have personal devices; in these cases, Departments should plan to cover the monthly cost of the device and may need to provide employee training in the use of such devices.

- d) No later than November 9, 2020, departments should have the necessary local procedures in place to verify the Green Status of each employee scheduled to work in person prior to starting their shift. These may include:
- Employees showing their Green badge and time stamp to a department recorder located at the entrance to a facility or department suite, or
 - Employees showing their Green badge and time stamp to a manager upon arrival, or
 - Employees certifying their status on a [log sheet](#) that is verified by a manager, or
 - Departments implementing supervisor reporting from the Screening Tool for immediate notification of Red Status for employees and for daily screening reports at the start of every shift (see (i) below).
- e) Departments with employees who report directly to a job site must ensure that reporting from the Screening Tool is implemented for immediate notification of Red Status for employees and for daily screening reports at the start of every shift (see (i) below).
- f) Departments are responsible for communicating notification policies for employees who screen as Red Status, including:
- Who to notify
 - How to notify (phone, email, text)
 - Time to notify (for example, no later than two hours before start of shift)
 - What to communicate (e.g., “I screened Red for Symptoms” or “I screened Red for Exposure”)
- g) Departments leaders and managers of Critical Infrastructure employees must determine how they will apply a quarantine for employees who have had Exposure but have **no Symptoms** at the time of the screening (See Section V of AO 20-7 for adapted quarantine procedures). Asymptomatic Critical Infrastructure employees screening Red for **Exposure** should **not** report to work unless they receive instructions from a supervisor.
- h) IMSD and the Re-Opening Steering Committee (ROSC) will work with departments during the month of November to set up any reporting or notification needed. The Screening Tool will be able to send an automatic notification to designated recipients and can generate reports listing employees who have completed the Screening Questionnaire that day and their Red or Green Status for Symptoms and Exposure. Departments interested in these options should begin identifying their employee groups and points of contact immediately for efficient building of additional functionality and for implementation support should email: COVID-19@milwaukeecountywi.gov.
- i) Supervisors of employees reporting Red Status will follow Manager Instructions in AO 20-7 for Individuals with Symptoms Compatible with COVID-19 (Section III) or for Individuals with Close Contact (Section IV), depending on the status of the employee.

ii. **Procedures for Employee Screening Questionnaire When the Screening Tool Cannot be Accessed**

Departments should try to overcome any technology barriers employees face in using the Screening Tool, as the Questionnaire is likely to be updated when CDC guidance changes. In addition, the Screening Tool allows the County to track symptoms and exposures at the Department and Division level to inform risk mitigation strategies.

If significant technology barriers prevent an employee or employee group from using the Screening Tool by the 11/11/2020 deadline, department leaders may administer either verbal or hard-copy versions (see Administrative Order section of [website](#) for most-recent version of a printable version) of the Health Questionnaire while they work to overcome technology barriers. Departments should plan to be using the Screening Tool by 11/23/2020 in all but exceptional cases.

If technology barriers are insurmountable for a given employee or employee group, the department should email the ROSC at COVID-19@milwaukeecountywi.gov with a comprehensive plan by 11/16/2020. This plan should include information about the nature of the barrier(s) and the proposed solution(s) for employees in their workforce who cannot use the Screening Tool. Possible alternatives could include setting up a Health Questionnaire kiosk at a designated location, managers verbally administering the Health Questionnaire to an employee, or similar. In general, the County does not support the distribution and collection of hard copy versions of the questionnaire or passive completion of the questionnaire by employees (e.g., having a sign with the questions that employees say they read and passed that day).

B. Temperature Screening Requirements and Procedures

No later than November 23, 2020, all employees must confirm that they do not have a fever (temperature of 100.4⁰F or 38.0⁰C or higher) prior to working in person by taking or having their temperature taken. Departments have several options to verify employee temperatures, depending on the employee work location.

- i. Departments may:
- a) Request a touchless temperature screening kiosk be installed at or near entrances used by staff (email COVID-19@milwaukeecountywi.gov).
 - b) Requisition and distribute individual digital thermometers for employees to self-screen at home (such as Medline Industries model MDS99902 available from Marketplace Central). Employees should take their temperature prior to completing the Health Questionnaire, and a “No” answer to the symptom question on having a fever will serve as the verification for the temperature screen for supervisors of these employees.
 - c) Create a screening location where a member of the Department or Division management team screens employees’ temperatures at entry using a handheld infrared scanning thermometer (such as the IR forehead thermometer model JT-E0202 available from Marketplace Central). See Section III.B.iii below for specific screening procedures.

- d) Create a screening location where employees self-screen their temperatures upon entering the work site using a handheld infrared scanning thermometer. See Section III.B.iii below for specific screening procedures.
- ii. Departments creating temperature screening locations, whether staffed by the department or self-service for employees, should follow these procedures:
 - a) Employees and Contractors must be screened immediately upon arrival and, if possible, before entering the actual workspace.
 - b) Temperature screening must be performed in a location that supports social distancing standards and protects employee privacy.
 - c) Temperature screening should be performed by a supervisor or a third party to protect employee privacy, or employees may self-screen.
 - d) Temperature screening should be performed using a touchless forehead / temporal artery thermometer (such as the IR forehead thermometer model JT-E0202 available from Marketplace Central). If other types of thermometers must be used, follow the manufacturer's directions for disinfecting between uses;
 - e) The individual conducting the temperature screen for another person should wear a face mask, gloves, and protective eyewear. The person being screened should wear a face mask.
 - f) If employees are performing temperature self-screens using a handheld thermometer:
 - Employees must be trained in the use of the thermometer and on proper hygiene before, during, and after the self-screen.
 - A manager should be available nearby for questions and/or cases where employees have a temperature of 100.4⁰F or higher.
 - The department must ensure that hand sanitizer is available at the screening station, and employees should sanitize before and after using the thermometer. Departments should also provide supplies to allow employees to disinfect the thermometer between each use.
 - The department shall develop procedures by which employees report their temperature status as Red or Green using [a log](#) or otherwise reporting their status to the manager on duty or to the designated department recorder. If pens are provided, then some method for disinfecting the pens must also be provided.
 - g) Regardless of who conducts temperature screening, departments should not record specific employee temperatures.
- iii. If an employee records Red Status (temperature of 100.4⁰F degrees or higher) then the employee should:
 - a) Notify the manager on duty or follow department notification procedures, and
 - b) Return or stay home, and
 - c) Follow the instruction in Section III of AO 20-7.
- iv. If an employee records temperature below 100.4⁰F and has Green Status for the Health Questionnaire, they should report to work.
- v. Managers of employees reporting Red Status based on the temperature screen will follow Manager Instructions in Section III of AO 20-7.