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| **Staff Screening Tool** | **Subject: Pandemic Plan** |
| **Approved by:** |  |
| **Effective:** | **Revised:** |

**POLICY:** In the event of a Pandemic, the facility will implement guidelines to screen staff for signs and symptoms associated with the infectious pathogen. Where applicable, the facility will follow guidelines established by the Centers for Disease Control and Prevention (CDC) and/or the New York State Department of Health (NYSDOH).

**PROCEDURE:**

1. The facility will develop a screening tool/questionnaire for employees to identify those who may be at risk for novel infectious pathogen.
2. The Receptionist will be responsible to ensure that each employee is given a Screening tool, if on paper, when they enter the facility.
   1. This may be done electronically via Kiosks, if available.
3. The employee will complete questionnaire/screening questions appropriately.
4. If temperature screening is indicated, the employee is responsible to document the temperature reading obtained when thermal screening is done.
5. Any employee who has symptoms associated with the infectious pathogen will not be allowed to enter the building beyond the lobby area.
6. The Department Head or RN supervisor is to be notified when an employee has symptoms associated with the infectious pathogen.
7. Employees who are symptomatic will be sent home or to the nearest emergency department if warranted based on presentation of symptomology.
8. The Department Head/RN Supervisor is responsible to notify the Infection Control Nurse who will contact the employee shortly after.
9. Employees who work more than eight hours are responsible to complete a 2nd Screening Tool.
10. Employees are responsible to give this Screening Tool, if done on paper, to their immediate Supervisor when they come to their assigned unit, office, department area.
11. The Daily Screening Tool, if done on paper, will be kept on file by each Department Head.
12. Sick Call logs will be reviewed daily by each Department Head/Designee and the names of employees who triggers for symptoms associated with the infectious pathogen will be communicated to the Infection Preventionist/Designee.
13. The Infection Preventionist/Designee will maintain a line list of all staff, regardless of department, who presents with symptoms associated with the infectious pathogen.
14. All employees are encouraged to stay home, alert the facility, and contact their primary care physician should they develop symptoms associated with the infectious pathogen.