

## COVID-19 SCREENING CHECKLIST

### Screening Questions:

1. Have you had close contact with someone with a diagnosis of COVID-19 in the last 14 days?
2. Have you traveled out of the country or state within the past 14 days? (\*If individual self-volunteers that they ONLY live or shopped within 60 miles of the ND border you may count this question as No)
3. Take the temperature of the individual. Is the temperature 100.4 F or higher?

### Tier 1 Screening Staff Response Direction:

1. If Yes Response:
  - a. HSCs and Zones →
    - i. Write down individual's name and current contact phone number
    - ii. Provide individual with the Screening Referral Sheet:
      1. Phone number for the Dept of Health COVID-19 hotline.
      2. Instruct the individual to leave the building and call the number identified for further guidance.
    - iii. For individuals who are unable to provide a telephone number, provide a mask if they are coughing and escort the individual to a designated isolated area for further screening.
  - b. NDSH and LSTC →
    - i. Provide individual a mask to wear if they are coughing
    - ii. Escort individual to identified area
    - iii. Staff providing next level screening should wear Personal Protective Equipment
2. If No Response:
  - a. Continue to next question.
  - b. If No to both questions and Temperature < 100.4 F individual may enter facility.

### Tier 2 Screening Staff – Expanded History:

1. If Yes, Verified exposure to COVID-19
  - a. Tier 2 staff will determine what exposure the individuals have had (i.e. living with, having dinner with, or at the same center/facility as someone with COVID-19).
2. If Yes, Travel outside of the country or state?
  - a. Tier 2 staff will verify what country, state, cruise ship, domestic hotspot, airports and mass transit the individual traveled through.
3. If Yes, Temperature recorded as 100.4 F or higher
  - a. Tier 2 staff will determine accompanying symptom onset and associated signs of illness.

## General Response Plan:

1. Tier 1 screening staff will:
  - a. Record the individual's name, current phone number, and the positive screening response and email (or notify) designated Tier 2 staff
    - i. Encourage quick link email set up to ensure standardized format of information for all Tier 1 staff providing screening.
    - ii. At NDSH and LSTC (and HSCs ONLY for individuals without telephone availability), Tier 1 staff will ensure that individuals are escorted promptly to an isolated room and discretely mark the room to demonstrate droplet precautions if an individual needs to be isolated for Tier 2 screening and remain on premise.
2. Tier 2 screening staff will:
  - a. Receive notification of a positive screen and be expected to expedite additional screening (Please see Tier 2 staff – Expanded History for expected details).
    - i. Staff providing in-person Tier 2 screening with individuals who were escorted to an isolated room at NDSH or LSTC (and HSCs ONLY for individuals without telephone availability), should wear Personal Protective Equipment.
    - ii. At the other facilities Tier 2 screening will primarily occur via phone to individuals who were declined entrance.
  - b. Review current CDC travel and exposure guidelines, North Dakota Department of Health testing guidelines, and state FAQ documents to help provide direction if the individual can proceed to enter the building or if additional review or consultation is necessary before allowing entrance to the facility. Information about how many days the individual would be declined entrance will be conveyed to the individual if easily determined. If further research and consultation needs to be done, Tier 2 staff will provide guidance for what they will do in follow up or what the individual declined entrance should do to help provide more clarity about if continued isolation or quarantine is indicated.
  - c. Document information in the designated spreadsheet
  - d. File an incident report through standard process for individuals declined entrance to the facility.
  - e. If an individual was declined entrance and was seeking treatment services, notify the individual's treatment team and/or emergency services staff to follow up with appropriate mental health screening and treatment planning.
  - f. If a staff member was declined entrance, notify the Superintendent/Regional Director/Director and HR representative of the staff name and positive screen result.

**Disclaimer:** These recommendations are based upon information available as of 3/19/2020. COVID-19 is an emerging disease. New knowledge is added daily and guidance may change as the situation evolves. Please consult the CDC and North Dakota Department of Health websites regularly for the most up-to-date information. The information contained in this message is not intended nor implied to be a substitute for professional medical advice. Talk with your healthcare provider about any questions you may have regarding a medical condition. Nothing contained in this document is intended to be used for medical diagnosis or treatment. The information provided by the Department should be treated as a resource only and should not be construed as medical or legal advice.